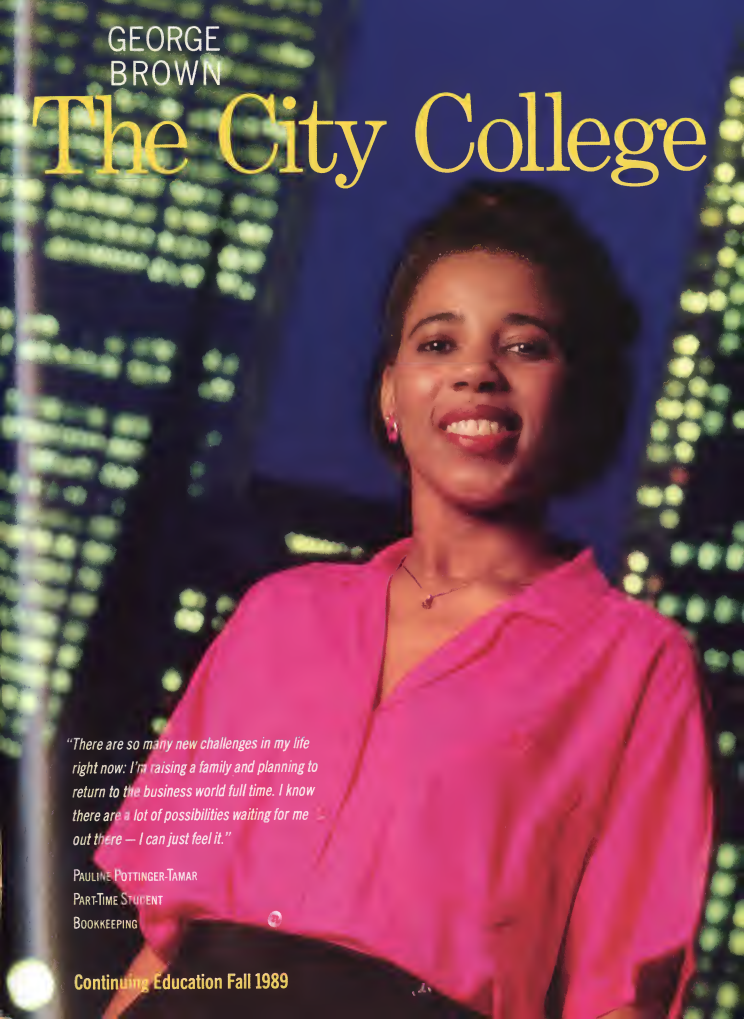
GEORGE
BROWN

The City College



"There are so many new challenges in my life right now: I'm raising a family and planning to return to the business world full time. I know there are a lot of possibilities waiting for me out there — I can just feel it."

Pauline Pottinger-Tamar
Part-Time Student
Bookkeeping

Continuing Education Fall 1989

Fall Highlights

Seniors

Courses especially for seniors - Painting & Illustrating, Introductory Philosophy, Writing for Fun & Profit. Also, GBC Seniors Association is presenting the lecture series "Know Your Neighbours".

Page 9

CPR & First Aid

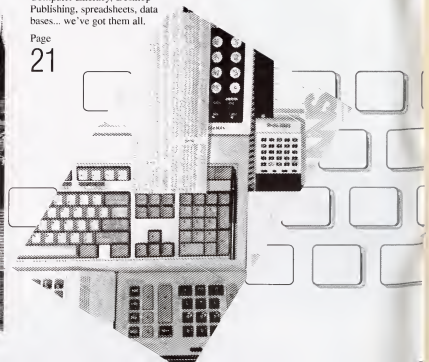
Are you prepared to help someone suffering from a heart-attack? Would you know what to do in the case of a life-threatening emergency? See our complete list of CPR & First Aid Courses offered at the City CPR Centre.

Page 58

Computers

Computer Literacy, Desktop Publishing, spreadsheets, data bases... we've got them all.

Page 21



How to Register

■ George Brown College makes it easy for you to register by offering two convenient methods of registration.

■ Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

Full details on in-person registration appear on page 90. See page 92 for the location and hours of our admissions offices.

By Mail

Use the registration form on page 93. See page 90 for full details on mail registration.

How to Reach Us

867-2464

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

CONTENTS

Communications 3
Certificate in Communications • Creative Writing • Teaching Adults • Saturday Writing Seminars

Liberal Studies 9
Certificate • Psychology • Philosophy • Law • Of Interest to Women

Mathematics and Science 11

College Preparation 13
Academic Upgrading • English • Mathematics • Science • Pre-Technology • Pre-Health Science

General Interest 15
Personal Development • Courses for the Deaf • Automotive • Aviation • Sailing • Antiques • Homes • Cycling • Fitness and Sports • Coaching • Woodcarving • Money Management • Music • Video • Astronomy • Make-Up • Gardening

Outdoor Adventure 20
Hiking • Birds • Hunter Safety

Computer Studies 21
Certificate • Introductory Courses • Programming • Languages • DOS • Application Software • Hard Disk Management

Languages 24
English as a Second Language • Certificate of Proficiency in French • French • Cours en français • Certificat en Enseignement du Français Langue Seconde aux Adultes • Italian • Spanish • German • Chinese • Arabic • Portuguese • Sign Language

Business 28
Accelerated Accounting • Federal Business Development Bank Seminars • Trust Companies Institute • Accounting • Credit Union Institute • Business Management • You and the Law • Secretarial Practice • Bookeeping • Institute of Law Clerks • Canadian Credit Union Institute • Records Management • Business Prodedures • Archival Practices • Marketing • Municipal Administration • Purchasing • Physical Distribution • Workshops • Courses for the Service Industry • Personal Taxation • Insurance • Typing • Word Processing • Shorthand • Medical Secretarial • Legal Secretarial • Labour Studies • Retailing • Sales • Ontario Management Development Program

Technology 45
Heating Fuels • Residential Heating and Air Conditioning • Balancing of Mechanical Systems • Stationary Engineering • Blueprint Reading and Drafting • Construction • AutoCAD • Tool Design • Heating and Air Conditioning • Plumbing • Propane • Appliance Servicing • Refrigeration • Carpentry • Masonry • Electrical • Millwright • Welding • Non-Destructive Testing • Coatings Technology • Electronics • Sheet Metal

Driver Training 55
Professional Driver Improvement • Driver Instructor Education • Transport Driver Training

Health Sciences 56
Critical Care • Perinatal Intensive Care • Family Practice • R.N. Occupational Health • Added Skills • Cardiac Monitoring • Nursing • City CPR Centre • Physical Assement • RNA • Dental Assisting • Dental Technology

Graphic Arts 62
Graphic Design Diploma Credits • Career Oriented Courses • Audio Production • Screen Printing • Signwriting • Photography • Video • Cinematography • Printing Technology • Composition and Typography • Photo-mechanical Reproduction and Film Imposition • Machine Printing • Binding and Finishing

Real Estate 69

Performing Arts 70
Acting • School of Dance

Fashion 72
Creative Fashion Design • Apparel Management • Machine Knitting • Leather • Industrial Sewing • Furniture • Barbering • Ceramics • Jewellery Arts

Hospitality 77
Certificate in Hospitality Management • Haute Cuisine • Cooking • Baking • Patissier • Wines and Spirits • Meat Cutting

Community Services 81
Human Services Counsellor • Assaulted Women and Children Counsellor • Human Services Management • Child and Youth Worker • Family Work • Early Childhood Education • Activation Coordinator/Gerontology • ECE Post Diploma • Health Care Aid • Day Care Management • Adult Children and Co-Dependants • Support Care

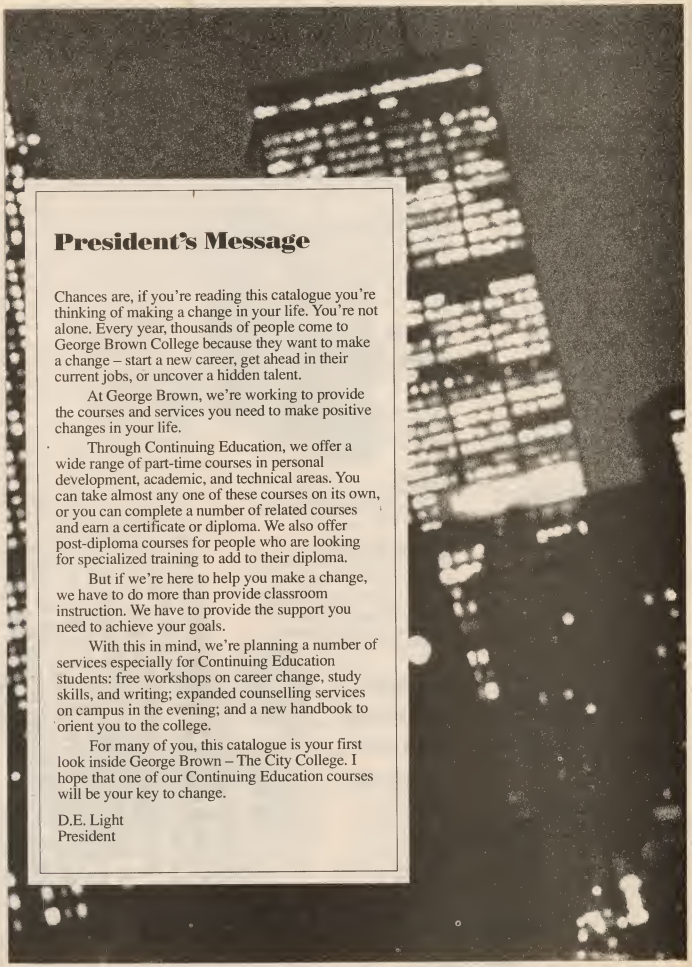
How to Register 90

General Information 91

Where to Find Us 92

Registration Form 93

Index 94



President's Message

Chances are, if you're reading this catalogue you're thinking of making a change in your life. You're not alone. Every year, thousands of people come to George Brown College because they want to make a change – start a new career, get ahead in their current jobs, or uncover a hidden talent.

At George Brown, we're working to provide the courses and services you need to make positive changes in your life.

Through Continuing Education, we offer a wide range of part-time courses in personal development, academic, and technical areas. You can take almost any one of these courses on its own, or you can complete a number of related courses and earn a certificate or diploma. We also offer post-diploma courses for people who are looking for specialized training to add to their diploma.

But if we're here to help you make a change, we have to do more than provide classroom instruction. We have to provide the support you need to achieve your goals.

With this in mind, we're planning a number of services especially for Continuing Education students: free workshops on career change, study skills, and writing; expanded counselling services on campus in the evening; and a new handbook to orient you to the college.

For many of you, this catalogue is your first look inside George Brown – The City College. I hope that one of our Continuing Education courses will be your key to change.

D.E. Light
President

Communications

Certificate in Communications

Our Communications Certificate will help you win that paper war at the office with courses in written communications that will make your letters, memos, and reports clearer, more concise – and hard to ignore. We also have courses that will put more punch in your oral presentations and public speaking, teach you to build your vocabulary or improve your reading speed and comprehension. Our approach is all business and our instructors are professional communicators. Students who have satisfactorily completed each course will receive a certificate of competence and, on completion of six courses, may apply for a Certificate in Communications. Courses selected from the Creative Writing Certificate program may be used as credits for this certificate. For more information, please phone 867-2092.

Speaking with Confidence

When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers, to give a presentation and an acceptance speech.
Instructor: Hugh Thomson, writer, editor, public speaker.
Mon. 7 to 10 p.m. St. James Campus
36 hours Fee: $62.60
September 18 to December 11 • **ELS 809**

Bare Essentials

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in paragraph writing, punctuation, spelling and some speaking skills are included.
Mon. or Tues. 6 to 9 p.m. St. James Campus
September 11 or 12 to December 18 or 12
or Saturday 9:30 a.m. to 12:30 p.m.,
42 hours Fee: $72.20
September 9 to December 16 • **ENG 933**

Wordplay: Enlarging Your Vocabulary

Are you often at a loss for words? This course teaches you how to improve your vocabulary and build your self-confidence in language use. Wordplay's workshop environment is supportive and non-intimidating. Words are explored through contemporary methods such as role-playing, visualization, and guided conversational exercises. Audio/visual aids are employed. Students work from a dictionary, Roget's Thesaurus and a text designed to increase vocabulary.
Instructor: Mike Kilpatrick
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 21 to December 7 • **ELS 823**

The Reading Workshop

The Reading Workshop is a course for students who want to explore the exciting world of reading. It's a course for those who want to improve their reading skills. It's also for those who already read well but would like to learn to enjoy the activity more. It's practical. Speed and comprehension are taught through games, exercises and drills, some involving computer play. Students learn "gears" – techniques for studying, slow reading, rapid reading or skimming. It's fun. Reading is experienced as an enjoyable activity. Reading matter includes magazines, newspapers, technical, business and industrial reports, essays, fiction and poetry.
Instructor: Mike Kilpatrick
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 20 to December 6 • **ENG 931**

Communications I

Prerequisite: Grade 12 or equivalent.
This course covers study skills, essential grammar and punctuation skills, spelling and vocabulary building, organizing ideas effectively in paragraph and short essay forms, proofreading techniques and critical thinking.
Instructor: Paul Serralheiro
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 12 to December 12 • **COMM 901**

Communications II —

This course presents students with the gamut of communication experiences they encounter in the business world. A significant portion of this course is devoted to oral presentation skills. Students do a minimum of two presentations. The course also offers students an opportunity to learn the formats and conventions of business letter, memo and report writing.
Instructor: Rob Joyce
Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 11 to December 18 • **COMM 902**

Written Business Communication

Prerequisite: Grade 12 or equivalent.
This course provides the student with a solid foundation in written business communication. Instruction is given on appropriate format and technique in writing memoranda, business letters, policy and procedure manuals, and informal and formal reports, including the financial report. Emphasis will be placed on planning, organizing and writing the message effectively.
Instructor: John Hamilton
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 12 to December 12 • **ELS 903**

ELS 903 and ELS 909, if successfully completed, permit CGA candidates to meet the CGA Business Communications requirement. A diagnostic test is written the first evening of ELS 903. Students lacking the necessary language skills for formal report writing are advised to first complete ENG 933 — Bare Essentials.

Oral Business Communications

Oral Business Communications help you to shape your ideas and communicate them clearly and persuasively. It adds strength, depth and colour to your speech. Your skill in talking determines whether your ideas produce results, your business flourishes and your career advances.
This course helps you to succeed in all speaking situations: in meetings, in interviews, on the phone, in small and in large groups.
Instructor: Frank Canino, Professional Communicator
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20
September 12 to December 12 • **ELS 909**

Improving Pronunciation *New*

This course helps participants modify their accents so that they can communicate more effectively in everyday English. They do vocal exercises to help them correct their problem sounds. They work on the rhythm and music of spoken Canadian English. Additional exercises, both vocal and physical, help to remove tension and self-consciousness. Video and audio feedback will be used to improve pronunciation. Students must provide their own cassette recorders with blank tape and earphones.
Instructor: Frank Canino, voice coach and writer
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $101.00
September 25 to December 4 • **LT 943**

Writing that Works: Strengthen Your Skills for Work-Related Writing

Do you wish you could rewrite your memos and letters? Write them better? Write them with more impact? In this "before and after" workshop, you do guided rewriting exercises to convert ordinary memos into extraordinary communications. You also practise skills to strengthen your style, deliver clear messages and get the results you want from your readers.
Instructor: John Hamilton
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 27 to December 13 • **ENG 912**

Technical Writing *New*

This course informs participants about current trends and methods used in technical communications with a major emphasis placed on manual and report writing. Students learn about different forms of documentation, planning for publication, technical and editorial reviews of outlines and drafts, the effective combining of text and graphics, revising, usability tests, desktop publishing and updates.
Instructor: Leslie Saffrey, professional technical writer.
Sat. 9:30 to 12:30 p.m. St. James Campus
36 hours Fee: $62.60
September 16 to December 9 • **ENG 936**

Certificate in Creative Writing

Develop your romance (or mystery or feature story or poem). You can learn romance writing from a Harlequin editor, poetry from a prize-winning Canadian poet, and journalism from a former Globe and Mail newshound. If that's not enough, try writing children's literature or a screenplay — the choice is yours. You can develop your own style and learn some of the tips of the trade at the same time. After the satisfactory completion of each course, students will receive a certificate of competence and, on completion of six courses, may apply for a Certificate in Creative Writing. These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program. For more information, please phone 867-2092.

Writing for Clarity and Impact

This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political and journalistic. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.
Instructor: Arnie Achtman
Tues. or Thurs. 6 to 9 p.m. or
Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
36 hours Fee: $62.60
September 19, 21 or 23 to December 5, 7 or 16 • **ELS 901**

Writing for Self-Expression *New*

Prerequisite: ELS 901
This is an advanced, intensive workshop following the same writing and teaching principles as Writing for Clarity and Impact. Students write at least one assignment a week, then read and discuss their work in class. Most of the assignments are personal narratives – stories from life – with the objective of illustrating key writing virtues: honesty, clarity, simplicity, directness, vividness and originality. Other types of assignments – interviews, evaluations, persuasive arguments – illustrate how the writing objectives of the expressive narrative can be adapted to more specialized forms of writing. Enrolment is limited to 15 participants.
Instructor: Arnie Achtman
Wed. 6 to 9 p.m. St. James Campus
36 hours Fee: $62.60
September 20 to December 6 • **ELS 831**

Journalism: Springboard to a Career

News is anything that interests people. Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio.
This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc. If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know."
The instructor is Hugh Thomson, a former CBC radio interviewer, Toronto Star columnist and Globe and Mail editor.
Wed. 7 to 10 p.m. St. James Campus
36 hours Fee: $62.60
September 20 to December 6 • **ENG 934**

Writing for Fun and Profit

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers. So why not try writing feature articles or interview stories? Why not submit fillers, lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid, educated try under the guidance of a professional writer and former editor of the Globe and Mail.
Instructor: Hugh Thomson
Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $62.60
September 21 to December 7
Tues. 1 to 4 p.m. Casa Loma Campus
September 19 to December 5
36 hours Fee: $62.60
Seniors $5.00
Instructor: Nancy Kilpatrick • **ENG 919**

Creating Short Stories

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 21 to December 7 • **ENG 801**

Short Story Workshop — Advanced

Prerequisite: Solid understanding of short story writing techniques and/or Creating Short Stories – ENG 801 or equivalent.
This intensive workshop is devoted to in-depth analysis of short stories written by participants. Each student provides the class with photocopies of his or her short fiction to be critiqued between sessions and then discussed in class. Guided by instructor Nancy Kilpatrick, focus is on line-by-line and overall feedback — both technique and gut reaction. As well, marketing suggestions and strategies are discussed. The number of participants is limited to ensure maximum concentration on each story.
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 20 to December 6 • **ENG 918**

Writing Mysteries

Are you dying to write a mystery? This course explores the theory and structure of mystery writing and develops stylistic techniques in a workshop situation. Each student writes either a short story or two chapters and an outline of a novel during the course and receives editing advice from the instructor (a published mystery writer) and from other students.
Instructor: Peter Robinson.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 21 to December 7 • **ELS 827**

Advanced Mystery Writing Workshop *New*

Prerequisite: ELS 827 or equivalent.
Participants spend the course working on a project, a novel-in-progress. Classes cover all aspects of writing the mystery novel – including outlines, plotting, characterization and research – as and when these aspects relate to each student's needs. Participants bring to the first class meeting a tentative outline or a brief plot summary and list of characters. Students are not expected to have written an entire novel by the end of the course, but they should have a number of chapters completed, a strong sense of their characters, and a clear idea of where the plot is heading.
Instructor: Peter Robinson
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 27 to December 13 • **ELS 833**

Poetry Workshop

This course provides an ongoing workshop approach to creative writing, emphasizing a collective critique by peers of submitted material. The instructor provides direction and focus during the session, as well as an overall strategy of development. The course facilitates in-class improvement of writing skills.
Students in this course bring established habits or patterns of writing and a commitment to developing their own material. The emphasis is on poetry, with particular attention to modern forms.
Instructor: Christopher Dewdney.
Mon. 7:00 to 10:00 p.m. St. James Campus
36 hours Fee: $62.60
September 18 to December 11 • **ELS 902**

Writing for the Theatre

A Toronto writer provides an opportunity for students to learn the basics of writing performable plays. In the process of reading and analyzing the text of a contemporary full-length play, students will learn and practise how to make characters come alive, write believable dialogue, and structure their own scenes for maximum dramatic impact. The course includes the viewing and analysis of a live theatrical production. Instructor: Janis Rappaport.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 19 to December 5 • **ELS 822**

Write Your Own Screenplay

You have a great idea for a screenplay, but you don't know where to start?
There are definite structural stages a writer works through in fleshing out and dramatizing an idea — and this course leads the student step-by-step through those stages. Each student writes an outline of a full-length screenplay and the first 30 pages of a script based on that outline. In addition, marketing information and advice will be provided by the instructor, Nika Rylski, a scriptwriter with over 30 TV, film and radio credits to her name.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 21 to December 7 • **ENG 913**

Screenwriters' Workshop — Advanced

Prerequisite: ENG 913 or equivalent.
You've written the first 20 to 30 pages of your screenplay and need professional guidance (someone to hold your hand!) as you tackle the next 60 to 90 pages. Screenwriters' Workshop guides participants in the preparing and completing of Acts 2 and 3 of a full-length screenplay. In addition to script editing advice, the instructor provides information on a variety of screenwriting techniques and topics such as Adaptation From Other Media, The Fine Art of Pitching and Writing Scripts for other Media and Genres.
Instructor: Nika Rylski
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 20 to December 6 • **ENG 922**

Writing T.V. Scripts That Sell *New*

The situation and the characters already exist. How do you – the potential television writer – plug your idea into that predetermined context? Guided by experienced TV writer Nika Rylski, students build a storyline and create a script in class for an already existing TV series. Learn the requirements of the different series that dominate television today, how to pick and analyze the genre that's "right" for you, how to write within the particular format imposed by that genre – and how and when to approach producers with your story proposals.
Mon. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 18 to December 11 • **ELS 832**

Women Writers' Workshop

Participants in this course work on their own creative writing projects in poetry, fiction, literary nonfiction and their combinations. Students will also look at selections from women writers, with focus on those who are exploring new ways to approach content and/or form, and who are broaching themes such as sexuality from a female viewpoint as well as on traditional themes infused with a female sensibility.
Intructors: Libby Scheier and Bev Daurio
Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $62.60
September 18 to December 11 • **ENG 923**

The Complete Travel Writer

In this course potential travel writers learn to construct travel stories in both newspaper and magazine styles. They learn to illustrate their stories using a 35 mm camera which they must provide. Story proposals and approaches to editors, developing contacts, marketing finished stories, the ethics and responsibilities of travel writers, and business aspects of travel writing are all covered. This course includes one Saturday field trip.
Instructor: Bruce Kemp
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 19 to December 5 • **ENG 929**

Writing for Children

Children's books are *magical*.
Increasing numbers of people want to be part of the surge in children's literature in this country, to create that special book which young readers will always remember. In this course, presented by one of the staff of the Canadian Children's Book Centre, students meet established writers, illustrators, editors and publishers. They learn about the children's literary marketplace and publishing industry, and receive practical suggestions about how to approach a publisher. In addition, they have an opportunity to explore their motivation in writing for children and, through extensive workshop experience, to hone their writing skills. At the first class meeting, materials will be available for which the fee is $10.00. Students register at St. James Campus. Classes meet at the Children's Book Centre, 229 College Street.
Instructor: Peter Carver
Tues. 6:30 to 9:30 p.m.
Children's Book Centre, 229 College Street
30 hours Fee: $48.00
September 19 to November 21 • **ENG 804**

Writing for Children Workshop (Advanced)

This workshop is designed for those who have successfully completed the initial Writing for Children course – and who now find themselves hopelessly addicted to the writing habit. Students taking the course are those who realize that writing for children is as demanding and risky as any other creative activity. They develop major writing projects, with the aim of bringing them nearer to a publishable state. Opportunities are provided for meeting established writers, editors and publishers. Students also learn more about the practical implications of embarking on a career as a writer.
Instructor: Peter Carver
Thurs. 6:30 to 9:30 p.m.
Students register at St. James Campus.
Classes meet at the Children's Book Centre, 229 College Street.
30 hours Fee: $48.00
September 21 to November 23 • **ENG 916**

Introduction to Book Publishing

What do publishers want? How can an author dramatically improve his/her chances of getting published? Book Publishing answers these and many other questions frequently asked about publishing. Topics include: the writer's market; author grants and awards; vanity presses; desktop publishing; self-publishing; typesetters, printers, and book manufacturers; the small press; copyright; contract negotiation; advances and royalties; subsidiary rights (films, book clubs, foreign editions); editing and editors; book design and illustration; production; marketing; advertising and publicity; the bestseller.
Instructor: Glen Ellis has edited numerous bestselling and critically acclaimed books.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 19 to December 5 • **ELS 910**

Romance Writers' Workshop

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Nancy Roher, editor of Harlequin books, help you break into the romance fiction market. She helps you understand the market, and identifies your style and gets you started on your next romance.
Mon. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $43.40
September 18 to November 13 • **ELS 812**

Advanced Romance Writing

Prerequisite: Romance Writers' Workshop.
This course is designed for the serious romance writer who has already written introductory chapters of a romance novel. The course guides the student to successful completion of a novel. Advanced Romance Writing gives intensive editorial assistance for in-process work. The class is restricted to 12 to 15 students to ensure maximum contact between instructor/editor and student. Individuals learn through interaction with other writers to overcome problems that all writers share.
Instructors: Nancy Roher and Valerie Susan Hayward
Sat. 10:00 a.m. to 1 p.m. St. James Campus
30 hours Fee: $53.00
September 23 to December 2 • **ELS 818**

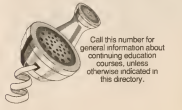
Teaching Adults *New*

Introduction to Teaching and Training Adults

This course is designed to provide an introduction to teaching and training adults. Students are given an overview of such things as writing objectives, managing the learning environment, organizing materials, and writing lesson plans. The course includes a micro teaching assignment.
This course is of particular interest to those considering a career change, and wanting a short introduction to this field. It is not a substitute for the Teaching and Training Adults Certificate Program.
Tues. 6:30 to 9 p.m. St. James Campus
10 hours Fee: $16.00
October 17 to November 7 • **CES 911**

How to Reach Us

867-2464


Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Certificate in Teaching and Training Adults

This program is designed for those teaching or training adults on a full-time or part-time basis in community colleges, business colleges, adult learning centres, and trainers in business, industry, government, non-profit organizations and health care facilities. It offers appropriate theoretical instruction, but the primary program emphasis is on practical application.
The program consists of two core courses covering essentials relevant to all participants and short intensive elective workshops geared toward particular needs of participants, e.g. health care professionals, business trainers, college instructors. As well, some electives offer a more in-depth examination of core units with topics selected to satisfy participant's own interest, e.g. Independent Self-Directed Learning, Training Volunteers and Organizing Workshops and Seminars. Students must complete a total of 102 hours in order to graduate.
The program is taught by a team of skilled practitioners from colleges, business and industry. Students apply to graduate upon successful completion of the program by calling: Avrille Headley, 867-2057.
Orientation
New students are asked to attend an orientation,
Wednesday, September 13, 7 p.m.
St. James Campus
For general information call 867-2464

Compulsory:
– Teaching Adults: Planning and Preparation
– Instructional Techniques

Electives:
– Advanced Audio-Visual Aids
– Interpersonal Communications
– Independent Self-Directed Learning
– Training in Business and Industry
– Advanced Microteaching
– Clinical Supervision for Health Science Instructors
– Cross Cultural Communications
– Organizing Workshops and Seminars
– Training Volunteers

Compulsory

Teaching Adults: Planning and Preparation

An intensive introductory course focusing on planning and preparation skills. This interactive course is conducted by a team of teaching and training professionals and includes an opportunity for all students to participate in a practice teaching session. Topics covered include: characteristics of adult learners, characteristics of good instructors, course planning (assessing needs, sequence of learning, evaluation), lesson preparation, objective setting and evaluation of learning.
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 20 to December 6 • **CES 912**

Instructional Techniques

Prerequisite: Teaching Adults: Planning and Preparation.
An overview and comparison of different teaching methods including: lecture format, demonstrations, self-directed independent learning, seminars, projects, field-work/clinical experience and interactive group techniques. Topics covered include: managing the learning experience, motivating students, questioning techniques, positive reinforcement, task analysis, teaching concepts/theory and audio-visual instructional aids. Students plan, prepare and conduct a skill or theory session using other participants as students.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 19 to December 5 • **CES 913**

Electives

Organizing Workshops & Seminars

This short intensive course is designed for those in government, industry, business, and non-profit or volunteer organizations who plan and organize workshops or seminars. Participants learn to set objectives, plan sessions, utilize staff and volunteers and set up support functions. The course also examines marketing, cost effectiveness, and troubleshooting.
Wed. 6:30 to 9 p.m. St. James Campus
10 hours Fee: $16.00
October 4 to October 25 • **CES 914**

Training in Business & Industry

A short intensive introduction to training techniques used in business and industry. The course examines a variety of methods used by companies to train and develop their staff. Topics covered include: conducting a needs analysis, assessing resources, managing the delivery, on-site and field training, and follow-up assessment.
Thurs. 6:30 to 9 p.m. St. James Campus
10 hours Fee: $16.00
September 21 to October 12 • **CES 915**

Advanced Teaching Practicum

Prerequisite: Teaching Adults: Planning and Preparation or teaching experience. This intensive one-day workshop provides an opportunity for teachers and trainers to demonstrate your instructional techniques in a supportive environment. Each participant presents a mini-lesson which is videotaped and critiqued by your fellow students and the workshop leader. Strengths and weaknesses are identified and suggestions are made that will help you to improve your personal teaching style and become a more effective instructor.
Saturday, 9:30 to 3:30 a.m. St. James Campus
10 hours Fee: $16.00
November 18 to November 25 • **CES 916**

Client Services

George Brown College offers a variety of programs and services which are available to the Business and Industry Community. We can assist your company in implementing training; on the job, in your plant, at our college or any other suitable location. Existing programs may be utilized, altered to meet your needs or, if required, a new training program will be designed to meet your specifications.
For further information, please call the Client Services Unit at 867-2270.

Training to Improve Communications in Multicultural Workplaces

George Brown College can offer courses that will improve communications and job effectiveness in multicultural workplaces.

Management Personnel

This 16-hour course is designed to increase the awareness and skills needed by management to effectively communicate with and supervise a multicultural work force. The course includes the impact of culture on communication and behaviour and how to prevent and deal with intercultural miscommunication at the workplace. It also looks at how to convey information and instructions to second-language speakers. Race relations issues and strategies for dealing with these issues are dealt with.

Staff

A course of appropriate duration will be set up at any workplace for staff whose first language is not English. The course is aimed at improving participants' communication with supervisors, co-workers and clients. It may include how to give instructions, how to ask for an explanation, how to relay problems to supervisors, etc. The policies and practices of the organization will also be introduced and, in order to improve communications between the different cultural groups, intercultural communication will be covered.

For more information about these courses, please call 867-2270.

Saturday Writing Seminars — Informal Round-Table Learning

Travel Writing

Everybody is travelling far and wide these days; travel publications are flourishing and their editors are eager to receive freelance stories. Most they get in the mail are, however, rejected because the style and the content are useless.
The instructor, Hugh Thomson, a veteran travel writer, shows you how to write a fresh, imaginative style (free of "travelese") and to slant each piece to suit the travel editor.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $40.00
September 23 • **ELS 825**

Writing Technical and Trade Articles

Technical and Trade Articles range from simple stories of successful business practice to accurate but readable features on medical research, engineering, electronics or chemistry. No specialist degree or background is demanded. You must, however, love to write, especially for a select group of readers, and for the general public. Trade and Technical writing is in enormous demand in this day of science and technology.
Sat. 10 a.m. to 4 p.m. St. James Campus.
6 hours Fee: $40.00
September 30 • **ENG 807**

The "New" Biography

Today, books of the most intimate biography and tell-all magazine profiles on persons in the public eye keep tumbling from the presses to meet the rage for "psycho-biography". To write and sell such candid life stories you must take over the Sherlock Holmes magnifying glass and the Sigmund Freud couch; lay bare the most personal facts and motives that shaped your subject's life. Free-swinging discussions will follow talks on the leading psycho-biographer, Leon Edel, and on the no-holds-barred-life-stories of Leonard Bernstein and Frank Sinatra. Dainty, tiptoe-through-the-tulips biography is dead, so go with the flow!
Instructor: Hugh Thomson
Saturday 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $40.00
October 21 • **ENG 808**

Be a Freelance Critic

Toronto is one of North America's leading centres for the performing and visual arts, and magazines and newspapers welcome qualified freelance reviewers to help cover the bustling arts scene. For such assignments you are paid to sit in the best seats and review the art form you know and love best.
For 20 years, the instructor, Hugh Thomson, was music-drama-art critic with the Toronto Star and, subsequently, was Entertainment Editor of The Globe and Mail. The seminar could launch you on a career as critic, part-time or full-time.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 Hours Fee: $40.00
October 28 • **ELS 821**

Facts Cast In Fiction Form

Today, the most marketable non-fiction is the unforgettable experience in your life, or an experience that taught you the lesson of your life. In the writing business, these are called Drama-in-Real-Life and Art-of-Living Feature, respectively. If you have such dramatic experiences in your life and want to write and sell them, you must cast them in the mold of the short-short (fiction) story. This seminar shows you how to compose, set up and market such sure-fire pieces.
Instructor: Hugh Thomson
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $40.00
November 4 • **ELS 826**

Make The News Media Work for You

Editors of newpapers, T.V., radio, general magazines, trade and professional journals toss out most of the publicity releases they receive from industries, professions, governments and associations. Yes, even those with viable news buried in huckster-style writing. For publicity writing must be news writing, yet seldom is. A veteran promotion director, news writer and editor with the Toronto Star and Globe and Mail shows in this course those in public relations and those eager to break into it, how to make the print and broadcast media their oyster.
Instructor: Hugh Thomson
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $40.00
November 11 • **ENG 806**

Interviews that Sell

Big sellers today are the interviews with celebrities or with non-celebrities engaged in some noble or some unusual activity, strong in human interest.
The seminar covers both the "personality sketch" (an interview with, say, a visiting star) and the "opinion profile" (an interview with, say, Britain's Prime Minister).
It shows you how to establish instant rapport with your subject and how to write your interview so that the spotlight falls revealingly on the interviewee and makes the readers feel they were present. It demonstrates how best to set up each manuscript to meet the demands of each kind of publication.
The seminar demonstrates how to interview with note-taking and with a tape recorder, how to interview authorities when you are doing research for a non-ficiton article or a non-fiction book.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $40.00
November 18 • **ELS 824**

Breaking Into Print: How to Write for Magazines

In this one-day workshop, participants benefit from help given by a skilled practitioner in assessing their own writing potential and in deciding the field in which they can specialize and place their articles. They receive practical tips on planning, researching, and organizing an article. Class assignments provide the opportunity to evaluate articles and to improve their own writing and marketing skills.
Instructor: Nancy Kilpatrick regularly has her own articles published in various magazines and journals. She teaches Short-story Writing and Writing For Fun and Profit at George Brown.
Sat 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $40.00
November 25 • **ENG 802**

The Creativity Workshop *New*

Creativity is the road to self-fulfillment but, all too often, it is a road that is blocked. The Creativity Workshop is designed to stimulate imaginative juices and clear the roadblocks to innovation. This workshop will help those interested in the arts, as well as business people and professionals.
Freeing up the intuitive part of the brain leads to self expression as well as inventive approaches to problem-solving.
Through the use of exercises involving drawing, writing, music, theatre, active-imagination and -brain-storming, students learn what works for them.
Co-instructors Nancy and Mike Kilpatrick offer numerous techniques that culminate in released creativity. They both teach communications and creative writing courses at George Brown.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $40.00
November 18 • **ELS 830**

Liberal Studies

Certificate in Liberal Studies

Grasp the long arm of the law, the inner workings of the human mind, the complexities of our changing society or the riddles and answers of philosophy with our Certificate in Liberal Studies. Choose from courses in psychology, sociology, philosophy, ethics and women's studies. Discuss with psychologists, sociologists, philosophers and financial advisors the perplexing issues that face us as individuals and as a society. People working toward this certificate may include courses in communications, creative writing or French among their Liberal Studies options. After the satisfactory completion of each course, students will receive a certificate of competence, and on completion of six courses may apply for a certificate in Liberal Studies. These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program.
For more information, please phone 867-2092.

Psychology

Psychology — An Introduction

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness is covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes.
Instructor: Neil McGrenaghan.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to December 13 • **PSY 907**

Interpersonal Relations

Prerequisite: PSY 907 or equivalent.
The focus of this course is on increased self-knowledge and understanding of selected practical issues in interpersonal psychology. Topics to be covered include assertiveness, aloneness/loneliness, sexuality, anxiety, death and dying, pairing, lifestyle, and parenting.
Instructor: Anita Teslak
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **PSY 162X**

Developmental Psychology: The Human Journey *New*

This course examines the physical and psychological aspects of Human Development from conception to death. Particular emphasis is given to theories of personality which focus on the social and emotional changes that occur from infancy to late adulthood. Other topics covered include: bonding, psychology of play, moral development, the adolescent phenomena, adulthood experiences and aging. Overall, the course explores the many influences that contribute to the unique psychological development of the individual.
Instructor: Neil McGrenaghan
Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 11 to December 18 • **PSY 112X**

Especially for Seniors

Courses
George Brown College has developed a series of part-time courses especially for seniors. All courses will run afternoons, Monday through Friday.

For full course information, please refer to the course descriptions on the pages indicated.

Monday. Painting and Illustrating see page 64
Thursday. Introductory Philosophy see page 10
Thursday. Writing for Fun and Profit see page 4
Tuesday Computers see page 21

Lifelong Learning Lecture Series
The George Brown College Seniors Association presents the lecture series "Know Your Neighbours", part II a series of ten lectures featuring prominent experts on various multicultural communities in Toronto. 944-4526
September 1989, Fee: $15.00

For information about the lecture series and the following activities for seniors, please call Susan Rudin, Community Outreach Department, at 944-4522 or call 867-2464

- George Brown College Seniors Association
- Elderhostel
- Courses offered in the community
- Volunteers on Campus

Psychology in the Workplace

In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures and job satisfaction.
Instructor: Ralston Walters
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 12 to December 12 • **PSY 908**

Human Resources Management

Prerequisite: PSY 908 or equivalent.
The course focuses on the managerial functions of planning, organizing, motivating, and evaluation of human resources in various organizations. Topics include corporate culture, leadership, performance, career development, group dynamics, and planning and implementing change.
Instructor: Ralston Walters
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **PSY 211X**

Philosophy

Introductory Philosophy

This course serves as an introduction to philosophy. Its main focus is on theories of human nature. The ideas of Plato, Sartre, Marx, Locke, Mill, Dewey, Freud, and others are analyzed, discussed, and evaluated. Also covered in this course are social philosophy, ethics, aesthetics, epistemology, and the philosophy of religion.
Instructor: Gerald Filson
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14
Special Section for Seniors:
Thurs. 1 to 4 p.m. Casa Loma Campus
September 14 to December 14 • **ELS 922**

Ethics and the Modern Mind

An introduction to moral philosophy, this course examines how philosophy helps us understand and deal with disagreement and conflict in moral and social issues. Contemporary moral positions will be outlined and discussed. Such issues as medical ethics, business ethics, disputes between environmentalists and industry, genetic engineering, the morality of different lifestyles, and relevant questions about human nature will be considered according to the interests of course participants.
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20
September 19 to December 19 • **ELS 911**

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers. The tests will assess your interests, skills and personality characteristics to match you to a career.

The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: 944-4565 or 944-4569 and ask for the Test Centre

Understanding Dying and Death

Students examine and explore the various issues that comprise the dying and death process; cultural, religious and economic perspectives, palliative care in Canada, the similarities between the dying and grieving processes, funeral practices, the ethics related to living and dying, the effects of specific illnesses on the person dying and on the family, and the concept of individuality in dying. Students acquire an understanding of these concepts and will be able to apply practical communications skills when they deal with people who are dying or grieving.
Instructors: Tom Malcomson and Harry Van Bommel, author of *Choices*.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: 72.20
September 14 to December 14 • **SOC 903**

Law

Law in Society

This course provides the student with a better understanding of how the law works in the context of modern society, reviews societal structures, groups and institutions that shape modern life, and examines practical issues relating to Canadian law. It includes an overview of the Canadian legal system with some reference to controversial issues; for example, matrimonial law. Given the growing complexity of society, and the resultant need to understand and cope with social change, this course offers students a valuable legal and sociological perspective.
Instructor: Bill Halkiw, Toronto lawyer and sociologist.
Thurs. 6:30 to 9: 30 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **ENG 911**

Of Interest to Women

Personal Money Management for Women

This course is for anyone who wishes to take charge of her own finances but is confused about how to start.
Students are given tools to analyze their present financial situation and a step-by-step approach for building a secure future — even if they have only a little money with which to begin. Students gain hands-on experience with record keeping and planning. Investment tools such as real estate, mutual funds, stocks and bonds, as well as myths about money, are discussed.
Instructor: Deborah Read
Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 11 to December 18 • **ENG 914**

Women Writers' Workshop

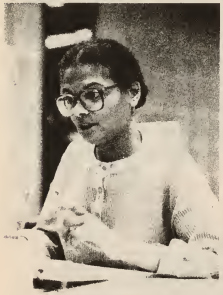
For course description see page 6. • **ENG 923**

A Workshop for Women: Your Business Matters

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of starting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personnel, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business.
Instructor: Lynn McGuigan, Toronto businesswoman
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $28.00
November 18 • **ENG 800**

Mathematics & Science

For more information about Mathematics and Science courses, please call 944-4460.



Statistics I

This course is designed to introduce the student to the basic techniques of statistics such as: frequency distributions, histograms, central tendency; dispersion, measures probability and sampling; distributions.
Thurs. 6 - 9 p.m. Casa Loma Campus
30 hours Fee: $53.00
September 28 to November 30 • **MATH 903**

Mathematics I

The fundamental concepts and operations of arithmetic and algebra are introduced. Further topics covered include: functions and graphs, trigonometric functions, linear equations, algebraic factoring, fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.
Tues. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $149.00
September 26 to April 24 • **MATH 100X**

Mathematics II

Prerequisite: MATH 100X — Mathematics I or equivalent.
Subjects include: binomial theorem, trigonometry, analytic geometry, differential calculus and integral calculus.
Wed. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $149.00
September 27 to April 25 • **MATH 200X**

Mathematics III

Prerequisite: Math 200X or equivalent.
This course is the continuing education equivalent to MATH 358 and MATH368, which are taught to the third year of program AR119.
This course covers differentiation applications of the derivative and integration, methods of integration, equations of higher degree and curve fitting. It will also involve applications of trigonometry.
Tues. & Thurs. 3 - 6 p.m. Casa Loma Campus
90 hours Fee: $149.00
September 26 to January 11 • **MATH 931**

Mathematics of Finance

Prerequisite: Grade 12 or equivalent.
This course covers the following topics: basic arithmetic, basic algebra, ratio and proportion, averages, linear equations, break-even analysis, mark-up, mark-down, simple interest, promissory notes, demand loans, repayment schedules, compound interest and compound discount.
Tues. and Thurs. 7 to 10 p.m. St. James Campus
60 hours Fee: $101.00
September 12 to November 16 • **MATH 114X**

Mathematics of Finance II

Prerequisite: Math 114 or equivalent.
This course covers the following topics: compound interest; ordinary simple annuities; other simple annuities; general annuities; sinking funds; bonds; and depreciation depletion and capitalization.
Tues. and Thurs. 7 to 9 p.m. St. James Campus
45 hours Fee: $77.00
September 12 to November 23 • **MATH 115X**

Statistics I

Prerequisite: Grade 12.
This course is designed to introduce the student to: frequency distributions, measures of location, summations, measures of variation, applications, variance and standard deviation, shape and skewness, the normal distribution, probabilities, and the binomial distribution.
Mon. and Wed. 7 to 9 p.m. St. James Campus
60 hours Fee: $101.00
September 11 to January 3 • **MATH 214X**

Mathematics for Technicians Program

Prerequisite: MATH 142 or 100X or equivalent.
This course covers the following topics: derivative of trigonometric, logarithmic, and exponential functions, applications of integration; areas and volumes of revolution; methods of integration; logarithmic and exponential forms; trigonometric and inverse trigonometric forms; integration by parts; trigonometric substitution; and tables.
Tues. and Thurs. 5 to 7 p.m. St. James Campus
60 hours Fee: $101.00
September 12 to December 21 • **MATH 241X**

Mathematics of Merchandising

Upon completion students will be able to develop a mathematically oriented merchandising plan that will meet company profit objectives. Topics include: Discounts, Markups and Markdowns, Stock Planning, Turnover, and Sales Planning.
Mon. 6 to 9 p.m. St. James Campus
48 hours Fee: $81.80
September 11 to January 15 • **MATH 125X**

Trade Calculations

A study of whole numbers, fractions, decimals and percentages as applied to trade problems. Other subjects include: square root calculations, the Pythagorean theorem, solutions of triangles; calculations involving circles, triangles, compound areas and volumes, manipulation of trade formulae, plane geometry applied to trade problems, mensuration, graphs, charts and trade estimating, ratio, proportion and variation.
Mon. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $149.00
September 25 to January 18 • **MATH 928**

Medical Terminology

An introduction to the terminology of the normal structure and functions of the various body systems as well as that of disease states. Students are also given an overview of hospital charting practices including pertinent abbreviations. Compulsory Text: The Language of Medicine, 3rd Edition.
Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee $53.00
September 26 to November 28 • **ANAT 100X**

Mechanics

Mechanics I

Prerequisite: MATH 100X — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
The basic principles of both statics and dynamics are covered along with the following topics:
Statics – co-planar, parallel and concurrent force systems, friction, centroids and centres of gravity and second moments of areas. Dynamics — rectilinear motion, work, energy and power, impulse, momentum and impact.
Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 27 to February 14 • **MECH 100X**

Mechanics of Materials

Prerequisites: MECH 100X — Mechanics I (prior to MECH 110X); MATH 200X — Mathematics II (prior to or concurrent with MECH 110X).
A discussion of mechanical properties and testing, including: unit stress and strain; beam type members — statically determinate, thin cylinders and joints, resilience, torsion and combined stresses.
Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 26 to February 13 • **MECH 110X**

How to Reach Us

867-2464

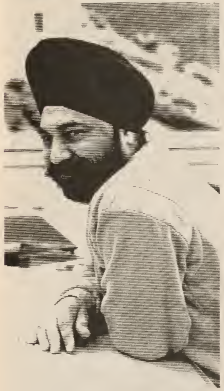
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Physics

Physics I

Prerequisite: MATH 100X — Mathematics I (prior to or concurrent with Physics I).
This course covers the following topics: S.I. units, accuracy and error, properties of matter, work, energy and power, hydrostatic pressure, hydrostatic forces, Pascal's Law, Archimedes' Principle, earth pressures, viscosity, fluid flow, Bernoulli's Equation, heat and temperature, expansion of solids, liquids and gases, calorimetry, heat transfer, optics, illumination, wave motion, sound and acoustics.
Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 28 to February 15 • **PHY 100X**

College Preparation



Academic Upgrading

These courses are designed to upgrade a student's academic standing for self-development, career improvement or entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

English

Pre-Upgrading

A preparatory class for students who do not meet the requirements of ENG 906, The emphasis is on developing reading and writing skills. Instruction is individualized although group instruction is also offered.
Tues. 6 to 9 p.m, Casa Loma Campus
50 hours Fee: $40.00
September 12 to January 2 • **ENG 930**

English Upgrading 8

Prerequisite: Grade 7 English or equivalent.
A basic course emphasizing grammar, usage, spelling, vocabulary, reading and compositional skills. For students who have been out of school for a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction is individualized although group instruction is also offered.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 12 to January 2 • **ENG 906**

English Upgrading 9

Prerequisite: ENG 906 or equivalent.
Detailed study of grammar and usage with practical writing assignments each class. Topics include: punctuation, spelling, reading and vocabulary development. Both group and individual instruction are used.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 12 to January 2 • **ENG 907**

English Upgrading 10

Prerequisite: ENG 907 or equivalent.
A brief review of grammar and punctuation as required. Emphasis is on developing vocabulary and reading and writing skills. Students learn descriptive, expository and narrative writing and prepare short reports and introductory business letters.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 12 to January 2 • **ENG 908**

English Upgrading 11

Prerequisite: Grade 10 English or ENG 908.
Students improve their reading rate, comprehension and vocabulary. Topics include: principles of discussion and debate; detailed analysis of short stories, poetry and short plays from twentieth century literature, origin of the English language, factors that cause a language to change and standards of usage.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 11 to December 6 • **ENG 909**

English Upgrading 12

Prerequisite: Grade 11 English or ENG 909.
Students learn to assess their own work using the techniques of various writers as guidelines. Listening and oral skills are developed through debates, presentations and simulated meetings. A detailed analysis of representative twentieth century writers focuses on drama and novels.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 11 to December 6 • **ENG 910**

Mathematics & Science

Mathematics Upgrading 8

Prerequisite: Grade 7 mathematics or equivalent.
A placement test is given to determine exact starting point.
An introduction to basic mathematics. Topics include: whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.
Note: This class may be combined with MATH 907 and MATH 908.
Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 14 to January 4 • **MATH 906**

Mathematics Upgrading 9

Prerequisite: Grade 8 mathematics or equivalent.
A placement test is given.
Review of mathematics fundamentals and an introduction to basic algebra. Topics include: linear equations, formulae, inequalities and the solution of word problems using algebraic equations. Individualized instruction with some group teaching.
Note: This class may be combined with MATH 906 and MATH 908.
Thurs, 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 14 to January 4 • **MATH 907**

Mathematics Upgrading 10

Prerequisite: MATH 907 or equivalent.
A placement test is given.
After a brief review of MATH 907, students are introduced to products and factoring, solving equations with two variables, graphing, equations involving algebraic fractions and some work with quadratic equations.
Note: This class may be combined with MATH 906 and MATH 907.
Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
September 14 to January 4 • **MATH 908**

Mathematics Upgrading 11

Prerequisite: Grade 10 mathematics or MATH 908.
Begin with a brief review of basic arithmetical skills and grade 10 algebra then learn to solve different types of equations. Topics include: problem solving, graphing linear and quadratic functions, solving right triangles and developing calculator skills.
Note: This class may be combined with MATH 910.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 12 to December 5 • **MATH 909**

Upgrade your Skills at no Cost

Do you want to: • prepare for a job?
• enrol in a training course?
• get ahead in your job?

George Brown College and the Ministry of Skills Development can help you.

Our Ontario Basic Skills Program will help you by:
- looking at your present skills
- talking to you about your work goals
- placing you in an upgrading program

You can improve your skills in one or more of these:
- English • Mathematics • Science • Computer Literacy

We offer all levels, from basic level to a grade 12 equivalent. This no cost program is for adults 25 or older. Daycare and transportation support is also available for those who qualify. Courses start each Monday
To find out more call 944-4604 or 944-4605.

Mathematics Upgrading 12

Prerequisite: Grade 11 mathematics or MATH 909.
Expand on skills developed in MATH 909 and learn to solve additional types of equations and inequalities. Topics include: solving linear and non-linear equations; quadratic, radical, exponential and logarithmic equations; relations and functions and how to graph them; sequences and series; solving oblique triangles; basic trigonometry and advanced calculator skills.
Note: This class may be combined with MATH 909.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 12 to December 5 • **MATH 910**

Physics

Prerequisite: Grade 10 science and grade 11 mathematics.
Study mechanics, heat and electricity at the grade 11 or 12 level.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 12 to December 5 • **PHY 900**

Biology

Prerequisite: Grade 10 science.
Covers the structure and function of the various body systems, human anatomy and physiology at the grade 11 or 12 level. Laboratory work is involved.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 11 to December 6 • **BIO 900**

Chemistry

Prerequisite: Grade 10 science.
Introductory college chemistry at the grade 11 or 12 level. Includes work in the laboratory.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
September 12 to December 5 • **CHEM 900**

Statistical & Research Methods — Part I

An introduction to descriptive statistics and techniques in data management. Topics include: Data collection-preparing questionnaires etc. data arrangement-tables and graphs, computation of measures of central tendency and measures of variability, use of normal distribution and other distributions such as Binomial and Poisson distributions, techniques in handling large quantities of data, reporting on data (using descriptive statistical methods only).
Note: This course is equivalent to Math 214 and may be used as a prerequisite for Epidemiology.
Wed. 5:30 to 8:30 p.m. St. James Campus
48 hours Fee: $81.80
September 6 to December 20 • **MATH 121X**

Pre-Technology

For mature students who do not have the prerequisites to enrol in a technology program, the general education received in these courses provides them with a reasonable expectation of success in their chosen program. Classes are held during the day and the program is 32 weeks long. Students wishing to enrol in individual classes must enquire about the scheduled times and fees by phoning 944-4460.
Mon. to Fri. 8 a.m. to 3 p.m. Casa Loma Campus
2 Semesters
September 5 to December 22 (Semester I)
January 2 to April 27 (Semester II) • **PT 700**

Courses: 14 Courses over 2 Semesters – 768 Total Hours

Semester I – 16 weeks		
CHEM 714	Introductory Chemistry	48 hr
DR 704	Drafting	48 hr
EL 714	Introductory Electricity	48 hr
ENG 720	English A Language Development	80 hr
MACH 707	Workshop Technology	48 hr
MATH 740	Pre-Technology Mathematics	64 hr
PRGM 720	Computer Studies	48 hr
Semester II – 16 weeks		
DR 705	Drafting	48 hr
ELTC 722	Introductory Electronics	48 hr
ENG 721	English B Applied Communications	80 hr
MATH 750	Pre-Technology Mathematics	64 hr
PHY 711	Introductory Physics	48 hr
PRGM 730	Computer Studies	48 hr
SC 700	Introduction to Engineering Science	48 hr

Pre-Health Science Program

For people who want to enter a post-secondary health program but lack the prerequisites, this program helps prepare them for admission. Specially designed courses provide a background in basic sciences, English, mathematics and social sciences. This course runs for 16 weeks, 24 hours per week from 0800 hours-1600 hours with intakes in September and January. Classes are held at St. James Campus and are available for both part-time and full-time study. Selected courses are offered in the evening (see BIO 700X, CHEM 700X, MATH 700X). Evening courses are also available which are equivalent to Pre-Health English. For additional information, please call 867-2197.
Courses:
Biology 700, 48 hours, human biology
Chemistry 700, 48 hours, chemistry as applied to biology
Physics 700, 48 hours, physics for health sciences
Mathematics 700, 64 hours, basic and applied skills.
Fees (subject to change):
Full-time:
Tuition fee: $310.00
Confirmation fee: $50.00 (non-refundable) (deducted from $310.00)
Part-time:
The program may be taken on a part-time basis. Fees will depend on the hours of instruction.
Textbooks: Approx. $120.00
Graduates:
Graduates of Pre-Health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selection process.

Biology for Health Sciences

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program).
Mon. and Wed. 7 to 10 p.m. St. James Campus
80 hours Fee: $133.00
September 18 to December 20 • **BIO 700X**

Chemistry for Health Sciences

Basic chemical principles required for life sciences with applications to biology. This course is the equivalent of CHEM 700 (see Pre-Health Science program).
Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $77.00
September 12 to December 19 • **CHEM 700X**

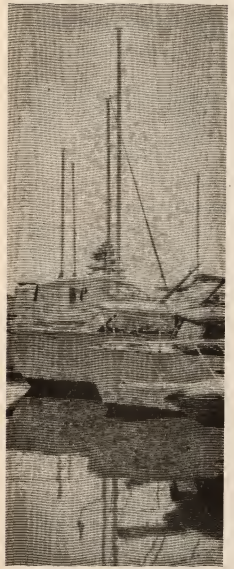
Pre-Health Mathematics

This course is a review of basic mathematics leading to competence in the type of calculations used in post-secondary, health-related programs.
Tues. and Thurs. 7 to 9 p.m. St. James Campus
64 hours Fee: $107.40
September 12 to January 4 • **MATH 700X**

Pre-Health Physics

This course is a review of basic Physics and application to the Health Sciences. It is a 15 week program at 3 hours per week.
Thurs. 6 to 9 p.m. St. James Campus
45 hours Fee: $81.80
September 14 to December 21 • **PHYS 700X**

General Interest



Personal Development

Gain Confidence/ Overcome Shyness

Learn to relax and enjoy meeting new people. You can overcome shyness by understanding the 10 keys to self-confidence. The course also shows you how and where to meet people and how to start a conversation and keep it going.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops in confidence building, problem-solving and relationships to a wide variety of audiences.
Tues. 6:30 to 9:30 p.m. Kensington Campus
12 hours Fee: $62.40
October 3 to October 24 • **CE 876A**

Assertiveness Training I

Shows you how to express yourself with confidence, tact and sensitivity. In an informal group setting where everyone's comments are welcome, you learn to relax and be yourself, get and keep the respect of others and refuse unwelcome requests.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
24 hours Fee: $89.20 Materials: $3.00
September 18 to November 13 • **CE 824**

Stress Management

Learn to identify the conditions and habits at work and home that lead to stress and how you can reduce their negative effects with a personal stress management plan. In this participatory course, you learn to recognize your physiological, emotional, cognitive and behavioural responses to stress and through this awareness, to make stress work for you as a positive, creative resource.
Instructor: Dr. Lucille C. Peszat is a director of the Canadian Centre for Stress and Well-Being.
Mon. 6:30 to 9:00 p.m. Casa Loma Campus
10 hours Fee: $51.00
September 25 to October 23 • **CES 840**

Courses for the Deaf Community

The Deaf and Hearing Worlds

An opportunity for deaf people to learn about themselves and explore the relationship between the deaf and hearing worlds. This course will look at the development of the deaf community and identify social influences and attitudes towards deafness. The instructor, Gerrard Kennedy, is deaf and will teach the course entirely in sign language.
Tues. 7 to 9 p.m. Casa Loma Campus
28 hours Fee: $44.80
September 12 to December 12 • **CES 902**

Politics for the Deaf

This course is designed to provide deaf individuals with the opportunity to learn about the municipal, provincial, and federal levels of government. Topics covered include advocacy and accessing legal rights, lobbying, and identification of the level of government or organization responsible for such services as health, education, and employment.
Thurs. 7 to 9 p.m. Casa Loma Campus
28 hours Fee: $44.80
September 14 to December 14 • **CES 891**

Automotive

Know Your Car (Part I)

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks like changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Learn when to replace tires, batteries and brakes and get dozens of tips that help save money and lengthen the life of your car.
Instructor: Finn Engsig
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $49.90
October 4 to October 25 • **CAR 800**

Know Your Car (Part II)

Prerequisite: Know Your Car (Part I) or equivalent.
A more advanced study of your car's different systems. Specific topics include: the lubrication system, types and grades of oil, how to change the oil and oil filter, winter starting aids and accessories, the braking system, selecting tires, changing a tire, the exhaust system and how to check for leaks, how to check and adjust the clutch, the suspension system, replacing shock absorbers, rust proofing, and replacing headlights and bulbs.
Instructor: Finn Engsig
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $49.90
November 1 to November 22 • **CAR 801**

Aviation

Private Pilots Groundschool

This course acts as partial groundschool preparation for writing the Ministry of Transport licensing examination, and can be a supplement to a private pilots groundschool or a refresher course. Topics covered include: the theory of flight, aircraft, meteorology, navigation and air regulations. Please note: A minimum of ten hours of flight time are required for eligibility to write the MOT pilot licensing examination.
Tues. 6:30 to 9:30 p.m. Kensington Campus
42 hours Fee: $117.30
September 12 to December 12 • **CES 852**

Sailing

Practical Coastal Navigation

A practical course on coastal navigation for sailors. Topics covered include: compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchor procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature are used to present material.
Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $103.80
October 2 to December 11 • **CE 816**

Celestial Navigation

Prerequisite: Practical Coastal Navigation – CE 816.
This practical navigation course for potential ocean sailors includes how to determine your position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text almanac, tables and minimal geometry instruments will be required for the course.
Instructor: Ben Clarke.
Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $103.80
October 2 to December 11 • **CE 801**

Antiques

How to Buy Antiques

Whether you are interested in collecting antiques for investment or pleasure, this course helps you learn more about the booming antique market. You are taught to recognize different styles and periods of furniture, china, glass and silver, and how to discern quality and craftsmanship.
Instructor: Marion Heller holds a diploma in fine and decorative arts from the New Academy of Art Studies in London, England and has completed a decorative arts course at the study centre of the Victoria and Albert Museum.
Wed. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $44.70
October 4 to November 8 • **CE 817**

Canadiana Furniture and Collectibles

Learn to identify and evaluate the many forms of Canadian furniture from the 18th through the 19th century. Students are introduced to antique furniture from Upper Canada, Lower Canada and the Maritimes. Tools, woodenware, kitchen utensils and quilts are also presented. Examples are brought to class to study and a field trip is planned for the last week.
Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $66.60
September 26 to November 14 • **CES 860**

Homes

Buying Your First Home

This course is designed for both first-time buyers and current home owners, whether buying a new or resale home. Topics examined include: what you can afford to buy; determining needs and wants; mortgage financing; choosing a real estate agent, home inspector and lawyer; offers to puchase; and hidden closing costs.
Instructor: Alan Silverstein is a Barrister and Solicitor as well as author of two best selling books: "Hidden Profits in Your Mortgage" and "Home Buying Strategies".
Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $25.00 Materials: $15.00
September 16 • **RE 801**

Condominiums

Before you buy, let this course show you the advantages and disadvantages of owning a condominium in comparison to buying a single family dwelling. Topics covered include: various styles of condominiums, how to choose a good building, legalities of buying, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $23.90 Materials: $3.00
October 14 • **CE 869**

Hidden Profits in Your Mortgage

Save thousands of dollars with your mortgage as Canada's "Mortgage Magician," Alan Silverstein, brings his bestselling book to the classroom. Discover the different mortgage features available, and the best type of loan to arrange. Learn how the POPS principle – Paying Off Your Principal Sooner – will make you mortgage-free years faster. A must for every home buyer and home owner.
Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $37.40 Materials: $15.00
October 21 • **CES 867**

Basic Home Repairs

Learn to keep living spaces in good working order. Subjects covered include: repair of electrical plugs and switches, repair of plaster and dry-wall, hanging of objects, painting, wallpapering, plumbing, installation of ceramic tiles and hardwood floors, caulking bathtubs and showers. Question and answer time is an important part of the course. Recognized experts speak on their specialties as schedules permit.
Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $45.80
September 28 to November 2 • **CES 825**

Cycling

Bicycle Maintenance and Repair Clinic

This course prepares students to do basic maintenance on the road and small repairs and overhaul for spring. Topics covered include: cable adjustment, repairing tires, installing spokes, rough wheel truing, checking bearing points, derailleurs, tires and tubes and replacing chains and cables. Course also includes individual repair consultation on each student's bicycle.
Instructor: David Sandquist.
Sat. 9 a.m. to 4:30 p.m. St. James Campus
7 hours Fee: $33.30
October 14 • **CE 820**

Bicycle Techniques

A course for the absolute beginner and the slightly more experienced cyclist, covering the types of bikes available, the selection of the right bike and its perfect adjustment. The mechanical aspects of your bike are discussed in non-technical language and you get hands-on experience in rudimentary bike maintenance and repair. Other topics include: basic tools, clothing, equipment selection, fitness and riding techniques.
Tues. 7 to 9 p.m. St. James Campus
8 hours Fee: $33.30
October 24 to November 14 • **CES 857**

Fitness and Sports

Tennis

Enrolment in tennis courses is limited, so students are encouraged to register early.

Tennis (Beginners)

An introduction to the art of playing tennis. Develop skill with the four basic strokes: forehand, backhand, volley and serve, as well as the basic rules.
Thurs. 6 to 8 p.m. or 8 to 10 p.m.
Kensington Campus
16 hours Fee: $48.90
October 5 to November 23 • **TENN 800**

Tennis (Intermediate)

Further develop skills in volleying, ground strokes, footwork and learn to analyze the game.
Mon. 6 to 8 p.m. or 8 to 10 p.m.
or Wed. 6 to 8 p.m. Kensington Campus
16 hours Fee: $48.90
October 2 or 4 to November 22 or 27 • **TENN 802**

Tennis (Advanced)

Advanced skills and knowledge of tennis strategy are taught with special attention given to forehand, backhand and serving space and percentage tennis.
Wed. 8 to 10 p.m. Kensington Campus
16 hours Fee: $48.90
October 4 to November 22 • **TENN 804**

Yoga

This ancient technique concentrates on individual self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use. Areas covered include: physical culture Asana, Pranayama or breathing techniques, meditation and mind-training.
Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $57.00
September 20 to December 6 • **YOGA 800**

Tai Chi

Tai Chi is an ancient Chinese form of exercise. It consists of a series of controlled, flowing movements which are designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course introduces the basic principles and movements and is designed for people of all ages and fitness levels. It is presented in cooperation with the Toronto Tai Chi Association.
Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $45.80
September 12 to October 31
November 7 to January 9
(No classes December 19, 26) • **HEAL 800**

Introduction to Fitness Instruction

Develop skills in fitness leadership. Subjects covered include: basic physiology, anatomy and the effects of exercise, contraindications, components of a fitness class, the role of leadership, basic nutrition, and senior adult fitness. The course is run in collaboration with the Jewish Community Centre and is held at their northern branch, 4588 Bathurst St. Students may register in person at George Brown, Casa Loma Campus Admissions Office or by mail using the mail-in registration form contained in this directory. For more information, please call Lisa Sutherland at 636-1880.
Wed. 7 to 10 p.m. 4588 Bathurst St.
30 hours Fee: $48.00
September 27 to November 29 • **FIT 900**

Certified Fitness Appraiser

Prerequisite: Post-secondary training in fitness, or permission of instructor.
This course is designed to meet guidelines required to apply to write the CFA examinations in Ontario. Under the direction of a CFA, apprentices complete a minimum of three months work experience which include 120 hours in fitness appraisal and exercise counselling. These hours include a minimum of 25 hours in each of the following areas: testing, interpretation and counselling, prescription. Formal evaluations, in a practical testing situation, are carried out three times during the course. The CFA and CFA apprentice must jointly submit applications to the CFACA requesting permission for students to write the CFA exam.
Mon. (plus additional times TBA) 6 to 9 p.m. Casa Loma Campus
120 hours Fee: $197.00
September 25 to May 14 • **FIT 901**

Coaching

National Coaching Certification Program Level I, Coaching Theory

This course is offered in cooperation with the Sports and Fitness Branch, Ministry of Tourism and Recreation. It is designed to train and educate amateur coaches by improving their knowledge and skills in the theory of coaching. Topics studied include: the role of the coach, sport psychology, how the body works and grows, skill analysis, sport safety, teaching skills, and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
14 hours Fee: $20.00 September 23, 24
October 21, 22, November 25, 26 • **HS 700**

Registration for the winter term begins Monday November 13, 1989

National Coaching Certification Program Level II: Coaching Theory

Prerequisite: Level I
In Level II, students discuss such topics as: the role of the coach, setting group goals with athletes, training methods, nutrition and sport performance, sport psychology, care of sports injuries, teaching advanced skills, skill analysis and seasonal planning. A Level II Theory Certificate is awarded upon successful completion of this course. As in Level I, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.
Fri. 7 to 10 p.m.
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Camnpus
20 hours Fee: $35.00
December 8, 9, 10, January 5, 6, 7 • **HS 701**

Wood

Woodcarving

An introduction to woodcarving from the preliminary sketch and model to the finishing and presentation of the carving. Specific subjects covered include: properties of wood, nature of woodcarving, principles of design as applied to the materials, and an in-depth study of tools and tool sharpening. Techniques taught include: carving in the round, relief carving, whittling, gouge carving, and incised, pierced and decorative chip.
Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $97.60
September 20 to December 6 • **WOOD 800**

Money Management

How to Manage Your Money

Personal financial planning includes a system of organizing and controlling resources. Attention is given to budgeting, cash management, tax reduction and deferral, investment strategies, estate planning and maximizing benefit programs at work. Case studies are analyzed, the jargon of the stock market is demystified and a study is made of investment theory and practice.
Instructor: Catherine Wood
Thurs. *September 28 to October 19*, 7 to 9 p.m. or
Sat. *October 14 to 21*
9:30 a.m. to 1:30 p.m.
St. James Campus
8 hours Fee: $48.00
Special Section in Sign Language
Sat. 9:30 am to 1:30 p.m.
Casa Loma Campus
September 23 to 30 • **CE 806**

How to Profit from Stock Market Investments

This introductory course explores the diverse opportunities available in stock market investments. Information is presented on the selection of stocks, timing of buying and selling, and psychology of the market. The selection of a stockbroker is discussed, as well as the incorporation of tax laws into your investments so that the profits stay in your pockets.
Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
3 hours Fee: $25.00
October 28 • **CES 879**

Hidden Profits in your Mortgage

For course description, see page 16.

How to Buy an Investment Property

This course covers two important areas which every investor or potential investor should consider before deciding to buy a residential investment property. Part one covers the responsibilities of the landlord and tenant; leasing different types of residential properties, including condominiums, duplexes and houses; making your apartment marketable; and a discussion of case studies. The second part deals with financial benefits and risks, and the income tax implications of buying an investment property.
Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $55.10 Materials: $5.00
November 18 • **RE 807**

Music

Introduction to Guitar: A Survival Course for the Beginner

Prerequisite: A playable guitar and perseverance. The instructor will advise on the acquisition of either.
Learn to play the guitar in this introductory course. Study the history of the instrument, the mechanics of holding and tuning it, the principles of chord changing and basic note reading. An ensemble work is rehearsed by the class and group work is encouraged. Instructor : Jonathan Earp teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.
Wed. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $78.80 ·
September 20 to November 22 • **CES 834**

Intermediate Guitar: 1

Prerequisite: Introduction to Guitar – CES 834, or one year's experience playing. This workshop offers the guitarist an opportunity to refine the techniques learned in Introduction to Guitar and to increase knowledge of the fretboard. Right hand facility will be stressed, both for finger and pick stylists. Emphasis will also be placed on relaxation, hearing and rhythmic development.
Instructor: Reid Robins, composer and guitarist, has studied with Pat Metheny and Stuart Fox. He is also the inventor of two new stringed instruments to be featured on his upcoming record album.
Thurs. 7 to 9:30 p.m. Kensington Campus
30 hours Fee: $119.40
September 28 to December 14 • **CES 874**

The Synthesizer and Electronic Sound Creation

A look at the theory and practical use of the synthesizer in contemporary music and sound creation. Specific subjects discussed are: the history and evolution of the synthesizer, how sounds are created and emulated, additive and subtractive synthesis, FM sound creation, differences between analog and digital systems, PCM digital sound re-creation, digital sampling, and the newest development in synthesizer technology, MIDI interfacing.
Mon. 7 to 9 p.m. St. James Campus
20 hours Fee: $78.80
September 25 to December 4 • **CES 841**

Toronto Classical Music Landscapes

Expand your musical horizons in this survey of the history of music. Through lectures, discussions, recordings and live concerts you learn about musical forms, instruments, vocabulary and the works of the great masters from the middle ages to the 20th century. Also discussed are: the history of the modern orchestra, how it works and the role of the conductor. In addition to regular classes, this course includes attendance at three concerts by the world-class Toronto Symphony Orchestra in Roy Thomson Hall.
Thurs. 7 to 9 p.m. class nights
8 to 10 p.m. concert nights
St. James Campus
22 hours Fee: $78.80 Symphony tickets: $80.00
September 21 to November 30 • **CES 843**

The Roots of Rock 'n' Roll

A chronological examination of the progression of music from the early 1950s to the early 1980s. Special attention is given to: the birth of rock and roll; rock's first era, 1955-1959, the "British Invasion" of the mid 60s, the mixed bag of the 70s, as well as changing technology and social attitudes.
Tues. 6:30 to 8:30 p.m. Casa Loma Campus
16 hours Fee: $56.20
September 19 to November 7 • **CES 839**

Sounds Of The City: The History of Rhythm and Blues

This course explores the myriad styles of Afro-American music which, since World War II, have collectively been known as rhythm and blues. Through lectures, discussions, recordings and live concerts you'll learn the roots, stylistic characteristics, and sociological and historical context of such genres as blues, doo wop, black rock and roll, Motown and soul.
Instructor: Rob Bowman is working on a book about Stax Records, the home of Southern soul music.
Thurs. 7 to 9 p.m. Casa Loma Campus
26 hours Fee $98.60
September 21 to November 30 • **CES 883**

Master's Basketball

Casa Loma Campus
Tuesday Evenings
For more information please call
Alex Barbier, 867-2179

Video

Introduction to Video Production Techniques

A hands-on course designed for anyone interested in video, whether for use at home or on the job. Topics include: basic technical knowledge of television, operating the camera and VCR, equipment comparisons, hands-on production workshops, basic composition and lighting, scripting, and an introduction to editing. Material is presented through lectures, class discussions, a video teaching package and manual, hands-on sessions, viewing and discussion of student work and guest speakers. While a camera and VCR are available for your use during class time, it is advantageous to have your own equipment for assignments and projects.
Playback and editing facilities are limited to VHS format.
Mon. 7 to 10 p.m. Casa Loma Campus
15 hours Fee: $48.90
September 11 to October 16
October 23 to November 20 • **ELS 828**

Video Production Techniques and Editing

Prerequisite: Introduction to Video Production Techniques.
This course is designed for students interested in scripted video production using an editing suite to assemble finished tapes for an audience other than themselves.
Students should have their own camera/recorder and be prepared to shoot material for use in class. Editing suite is limited to VHS format.
Mon. 7 to 10 p.m. Casa Loma Campus
15 hours Fee: $48.90
November 27 to January 8 • **ELS 829**
For more information, please call Bill Insley, 944-4453.

Astronomy

Introduction to Astronomy

Familiarize yourself with the night sky as you observe many objects in the solar system, including: the moon, sun, planets, stars and planispheres. The use of observing tools such as telescopes and cameras and the past, present and future of space exploration are also discussed.
Weather permitting, classes are held outside where actual observing takes place with a telescope, binoculars and the naked eye. Visits to a local planetarium and the Dunlap Observatory in Richmond Hill are planned.
Mon. 7 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $78.80
September 11 to November 6 • **CES 832**

Make-Up

The Art of Make-Up

Develop a personalized basic beauty routine and learn the secrets of proper skin care. Topics include: types of products, textures, the effect of the products on different skin types, and special treatment methods for individual skin needs. Also learn the basics of colour theory and make-up techniques to help you choose and apply the correct background and accent make-up.
Students should bring face cleansers, hand mirror and a pair of tweezers to class.
Instructor: Aurelia Fennema is an experienced consultant and demonstrator of new make-up lines for cosmetic companies.
Sat. 1 to 4 p.m. St. James Campus
18 hours Fee: $62.40 Materials: $5.00
October 14 to November 18 • **CE 868**

Gardening

Gardening in the City

This course is designed to introduce the novice gardener to all aspects of the craft and science of gardening. Particular emphasis is placed on fall garden preparation including: general pruning of trees, shrubs and bushes; planning and planting a vegetable garden; annuals and perennials: fall care of lawns; and general pest disease and weed control. Instructor: Marion Jarvie is a horticulturist and consultant with 8 years experience as an Accredited Horticultural Judge. She has co-hosted a 13-week gardening show on Classicom Cable TV, Richmond Hill.
Mon. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $47.80
September 18 to October 16 • **GARD 804**

Home Landscaping

Instruction on planning, beautifying and maintaining your property. This course helps both novice gardeners and those already gardening. It includes the design of a garden, siting and care of trees, shrubs, roses, flowers and vines. The latest information is provided on materials for patios, rock gardens, paths, steps and hedges or fences. Propagation techniques, or how to make new plants by seeding, cuttings, layering and grafting.
Instructor: Marion Jarvie.
Wed. 6:30 to 9:30 p.m. St. James Campus
18 hours Fee: $71.80
September 20 to October 25 • **GARD 808**

Flower Arranging

Instruction on six basic designs in flower arranging with emphasis on beauty and simplicity. The elements of good design are demonstrated with emphasis on colour to blend with home furnishings. Classes are in the form of demonstrations with opportunities to participate in creating arrangements. Both fresh and permanent plan materials are used. Materials are not supplied.
Instructor: Marion Jarvie
Thurs. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $47.80
October 5 to October 26 • **CES 890**

Perennials for Ontario Gardens

Here's how novice and experienced gardeners can have colour in their gardens all year round. Through the use of slides, this course shows students how to design and construct a perennial garden including: soil requirements and mulches, seed houses and catalogues, starting perennials from seed, propagation of perennials, cuttings and division and layering of plants.
Sat. 9:30 to 3:30 p.m. St. James Campus
5 hours Fee: $36.40
October 21 • **CE 874**

Et Cetera

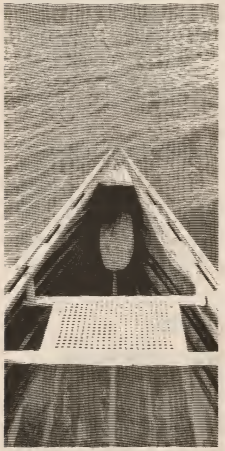
Herbs and Herbal Remedies

Learn about hundreds of herbs, their history and how they are used as preventative and curative agents. Other topics discussed include: modern medicine's reliance on herbal cures, the effects of herbal groups on the body, legislation pertaining to herbs, healers, aphrodisiacs, poisons, toxins, and the recognition and discrimination of adulterated herbs. Ample opportunity is given for group discussion of all subjects.
Instructor: Allan Bortnick is a chiropractor and naturopath currently practicing in the Toronto area.
Thurs. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $66.40
October 5 to December 7 • **CE 865**

Stained Glass I

Gain an appreciation of this unique art form in this introduction to the copper foil and lead techniques of stained glass. The course is designed for both the complete beginner and anyone who wants to improve their skills in this craft. Most aspects of stained glass are covered so each student becomes familiar with all the tools and materials needed in the completion of a stained glass window.
Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $155.80. Students must purchase their own material as required.
September 20 to February 7 • **ART 805A**

Outdoor Adventure



It's time to leave the city behind and escape to the great outdoors.
To smell the clean air and feel the sun on your face. To hear the wind in the trees and the lapping of water on the shore. George Brown College and the Harbourfront Canoe School have already planned your escape with expeditions that can have you canoeing Northern Ontario lakes, hiking the Canadian Shield and kayaking around Prince Edward Island. Our carefully designed trips will soothe your spirit and sharpen your mind with informal talks by our expert instructors about the geology, flowers, history and ecology of the areas you'll travel through. We'll provide the professional instruction and the specialized equipment you'll need and make arrangements for meals and accommodation. All you need is some rugged clothing, the spirit of adventure — and the will to escape.

Hike the Canadian Shield

The Canadian shield is the largest and most diverse geographical feature in Canada. This unique hiking trip takes participants past uncottaged lakes, huge cliffs, rugged shorelines and some of the oldest rock on the planet. This hike offers swimming, photographic opportunities, good food and a chance to learn more about hiking equipment and techniques. Round trip transportation, food, and tents are included.
Sat. and Sun.
Register at St. James Campus
24 hours Fee: $114.40
August 26 and 27
September 16 and 17
September 23 and 24 • **CE 811**
Trip information: 861-1233

Winery Tour and Hike

New

Participants will hike a scenic section of the famous Bruce Trail, enjoying the rugged beauty of the Niagara Escarpment as Autumn makes its mark on the surrounding forests. A tour of a local winery will give insight into the way wine is made and will help foster an appreciation for the uniqueness of wines produced in our Niagara region. Taste testing is usually a feature of these winery tours.
Sat.
Register at St. James Campus
7 hours Fee: $19.00
October 14 or 22 • **CE 857**

New

Wilderness Skills Workshop

This weekend adventure is designed to provide an opportunity to learn a variety of wilderness skills, as well as enjoy canoeing, hiking, whirlpool and sauna. You will work on such skills as knots, map and compass use, the use of flares, magnesium fire starters, bow drills and artificial warming devices and more.
Fees cover transportation, food and accommodation.
Fri., Sat. and Sun
Register at St. James Campus
48 hours Fee: $125.00
October 27, 28, 29 • **CES 898**

Wilderness First Aid Skills and Certification

New

Canoe, hike, (possibly ski) sauna, whirlpool, then learn how to save yourself and others by taking instruction in emergency first aid. A special effort will be made to apply all techniques to a wilderness setting, and successful candidates will be awarded an emergency first aid certificate.
Fri., Sat. and Sun.
Register at St. James Campus
48 hours Fee: $145.00
November 10, 11, 12 or November 24, 25, 26 or December 8, 9, 10 • **CES 899**

General Information
All registrants will receive program details including meeting places, equipment lists, etc. by phone or mail prior to program.
For course information, please call Harbourfront Canoe School at 861-1233.
For registration information, please call 867-2464.

Birds

Birds of Southern Ontario: A Field Study

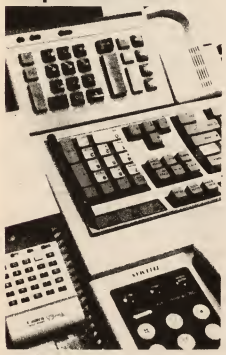
This field-oriented course is an introduction to some of the 250 species of birds that pass through southern Ontario each fall. An indoor session is followed by weekly field trips including: Toronto Island — passerines; Scarborough Bluffs — hawks; Whitby area — shore birds and ducks; Clairville Conservation Area — land birds, Presqu'ile — shorebirds, and a visit to the Niagara River to observe gulls.Participants must supply their own binoculars and the suggested field guide. Carpools will be arranged.
Instructor: George M. Fairfield is past chairman of the Toronto Bird Observatory and a member of the Toronto Ornithological Club.
One classroom session only: Thurs. 7 to 10 p.m.
St. James Campus
September 7
Field trips: Sat. 10 a.m. to 2 p.m
September 9 to November 4
35 hours Fee: $88.85 • CES **826**

Hunter Safety

Ontario Hunter Safety Course

A preparatory course to writing the hunting licence examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants without proof of a hunting licence. After an introduction to hunter safety and ethics, topics covered include: gun parts, safety and control when carrying a gun, game laws and regulations, game identification, methods of hunting, and ammunition identification. The course concludes with a mock examination similar in style and content to the government examination. Purchase of a text is required.
Instructor: Doria Ciallella.
Mon. and Wed. 7 to 9:30 p.m. or Sat. 9:30 a.m. to 4:30 p.m. Casa Loma Campus
September 11 to October 4
October 14 to October 28
20 hours Fee: $64.30 and purchase of text.
October 14 to October 28 • **CES 811**

Computer Studies



Certificate in Microcomputer Studies

This certificate is designed to meet the needs of students who are encountering computers in their day-to-day jobs. By offering several of the most popular software packages as electives, the program allows students to tailor the certificate to their individual needs.
For further information on this certificate call 867-2162.
7 courses: 3 Compulsory, 4 Electives
Prerequisite for course: BASIC KEYBOARDING I.

Compulsory:

Computer Literacy PRGM 993
Introduction to dBase III PRGM 997
Introduction to Lotus 1-2-3 BUS 813

Electives: – Group A

Choose 1
Wordperfect 4.2 PRGM 909
Multimate PRGM 906

Group B

Choose 2
MS-DOS and the Personal Computer PRGM 908
Intermediate dBase III PRGM 989
Introduction to aCCPAC General Ledger ACC800
Advanced Lotus 1-2-3 BUS 815
Intermediate dBase III PRGM 989
Advanced Multimate Advantage WORD 902

Group C

Choose 1
Introduction to Networking*
Computer Graphics*
***Under development**

■ For complete course descriptions (including date/time/fee information) please refer to the listings on the following pages or consult the index.

Introductory Courses

Basic Keyboarding I

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving 20 to 25 words per minute.
Text: Typing Power Drills.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
or Sat. 10 a.m. to 1 p.m. St. James Campus
60 hours Fee: $101.00
Materials: $5.00 plus purchase of text.
September 18 or 19 to November 27 or 23
September 16 to February 17 • **KB 100X**

Computer Literacy (An Introduction to Microcomputers)

An introduction to the computer age, covering how computers work, computer terminology, what the computer can and cannot do and the types of machines available. Material is presented with helpful audio-visual aids and hands-on computer experience.
Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
21 hours Fee: $38.60 Materials: $5.00
September 19 or 9 to
October 31 or October 21
November 7 or 4 to December 19 or 16
Tues. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
410 Queen's Quay West
(Register at St. James Campus)
November 7 to December 19 • **PRGM 993**
For information about this course, please call 867-2162.

Microcomputers in Business

Prerequisite: Basic knowledge of microcomputer operations.
An introduction to the various types of commercially available productivity software for those acquainted with the general procedures for processing business information. Subjects include: BASIC, electronic spreadsheet, word processor, data manager, graphics and integrated packages. Hands-on experience is offered in most of these areas.
Text: Lotus 1-2-3 — A Ready Reference Manual, WordPerfect – A Ready Reference and dBASE III — A Ready Reference Manual.
Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee $75.40
Materials: $8.00 plus purchase of texts.
See equivalency for CCUI page 36.
September 23 to December 9 • **EDP 800**

Introduction to Electronic Data Processing

Prerequisite: Grade 12 mathematics at the general level.
In this hands-on course, students cover a variety of topics, including: a brief history of computers, computer logic through simulation, the impact of computers on society, elements of computer systems and microcomputers in particular, and using software for word processing, data bases and spread sheets. This course will be of special interest to seniors.
Tues. 1 to 4 p.m. Casa Loma Campus
30 hours Fee $53.00
September 26 to November 28 • **PRGM 970**
For more information call 944-4460.

Programming

Introduction to Computer Programming

An overview of business data processing and a base for further study of programming and system analysis. Topics include: hardware and software features, programming languages, flowcharts and practical programming experience in Basic.
Mon. and Wed. or Tues. and Thurs.
6 to 8:30 p.m. St. James Campus
50 hours Fee: $85.00
Materials: $5.00 and purchase of text.
September 18 or 19 to November 27 or 23
• **EDP 100X**

Introductory Microcomputer Programming

This course covers the following topics: Introduction to the microcomputer, hardware, software, terminology and the language BASIC; writing, running, saving and printing programs; program development including documentation, editing, input and output techniques, decision-making and branching; arrays and READ/DATA statements.
Casa Loma Campus
30 hours Fee: $53.00
Mon. and Wed. 5 to 7 p.m.
September 25 to November 15
Tues., Wed. or Thurs. 7 to 10 p.m.
September 26, 27, or 28 to November 28, 29 or 30
Sat. 1 to 4 p.m.
September 30 to December 2 • **PRGM 925**
For information about this course, please call 944-4460.

Microcomputer Programming Techniques

Prerequisite: PRGM 925 or equivalent.
Review BASIC programming techniques and learn more advanced BASIC statements and concepts. Topics include: advanced looping and branching techniques, subscribed variables, arrays, algorithms and problem solving methods, the use of flowcharting and/or pseudo-code, program documentation, sorting techniques including Bubblesort and Shellsort, handling cassette and disk files; creating, maintaining, updating, sorting and merging files. Students also select and develop a project.
Casa Loma Campus
30 hours Fee: $53.00
Mon. 7 to 10 p.m.
September 25 to December 4
Sat. 9 a.m. to noon
September 30 to December 2 • **PRGM 935**
For information about this course, please call 944-4460.

Programming in Lotus 1-2-3

Prerequisite: PRGM 907
This course is designed for an experienced user of Lotus 1-2-3 into Macro programming. This course will enable user to learn the following topics:
– automatic typing features of 1-2-3
– programming features of 1-2-3
– manipulation of data entry and retrieval
– prepare and design more visually pleasing menus, spreadsheets, graphs and reports
– develop application templates
Mons. & Weds. 5 to 7 p.m. Kensington Campus
30 hours Fee: $200.00
September 25 to November 15 • **PRGM 976**
For further information call 944-4460.

Introduction to UNIX

Prerequisite: Programming experience in one of the following: 'C', Fortran, Cobol, Pascal or FORTH. For programmers who want to learn about the functioning and the abilities of the UNIX operating system in sufficient detail. Shell programming and UNIX utilities are covered in depth. 'C' language programming is not dealt with.
Thurs. 7 to 10 p.m. Casa Loma Campus
Fri. 6 to 9 p.m.
September 29 to December 1
30 hours Fee: $265.00
September 28 to November 30 • **PRGM 942**
For more information about this course, please call 944-4453.

Languages

'C' Programming Language (Part I)

Prerequisite: Programming experience in at least one other language.
This hands-on course provides an introduction to 'C' language programming. Specific topics include: program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. The cost of the text and materials is not included.
Mon. and Wed. or Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee $265.00
September 25 or 26 to December 4 or November 30 • **PRGM 933**
For more information about this course please call 944-4460.

'C' Programming Language (Part II)

Prerequisite: PRGM 933 — 'C' Programming Language (Part I).
A hands-on course to improve the programming skills of PRGM 933 graduates in a UNIX-like environment. Further discussion of the theory in the following topics: structures, function pointers, buffered and unbuffered I/O, file handling and applications.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $167.20
September 25 to December 4 • **PRGM 943**
For more information about this course, please call 944-4453.

COBOL I

Prerequisite: EDP 100X or equivalent.
The mechanics of the COBOL language are introduced and students gain practical experience writing programs to solve business problems. The documentation of programs is emphasized.
Text: Cobol Today IBM vs JCL & Utilities, and CMS Primer – Release 4.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $85.00
Materials: $10.00 and purchase of text.
September 19 to November 23 • **EDP 101X**
For more information about this course, please call 944-4453.

DOS

MS-DOS – and the Personal Computer (DOS Part I)

Learn the physical components of MS-DOS, DOS commands and the different versions available. Other topics include: floppy and hard disk drives, volume labels, files and file names, control and editing keys, file handling, redirection, pipes and filters, hierarchical directories, line editor, batch file commands, configuring DOS with config. sys., keyboard reassignment, organizing a hard disk, hard disk backup and restoring.
Casa Loma Campus
30 hours Fee: $201.60
Mon. 9 a.m. to noon
September 25 to December 4
Tues. and Thurs. 5 to 7 p.m.
September 26 to November 14
Sat. 9 a.m. to noon or 1 to 4 p.m.
September 30 to December 2 • **PRGM 908**
For more information about this course, please call 944-4460.

MS-DOS – Part II

Prerequisite: PRGM 909 - MS-DOS and the Personal Computer or suitable experience.
This course covers the following topics: advanced commands (attrib, set, etc), hard disk features and partitions, organizing hard disks, backup media, backup procedures and strategy, keyboard and screen reassignment, virtual disk drive (RAM disk), extended and expanded memory board to increase RAM, advanced batch files: calling a batch file from another batch file and returning to the point of call and continue, advanced batch subcommands, edlin versus full screen editing, embedding extended ASCII in a text file, edlin subcommands in maintaining a data base, DOS editing keys, creating menu driven programs, application of redirection, piping and filters, structure of MS-DOS.
Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee $ 202.60
September 27 to November 29 • **PRGM 918**

MS-DOS – Part III

Prerequisite: PRGM 918 – DOS Part II.
To further the understanding of DOS commands and full use of the software. To recover valuable data after the program crashes. To rescue erased files that were believed totally erased. To develop menu driven programs to bring in automation to cut down the training costs. To secure data and control access to directories on a multiuser hard disk system. To bring other features of DOS (editor, DOS as a database management system for small applications)
Mon. and Wed. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $200.00
September 25 to November 16 • **PRGM 962**

Application Software

Introduction to dBASE III

dBASE III and dBASE III Plus are popular data base management software packages for microcomputers. Learn the steps for creating, editing and displaying data records. Also, sorting, indexing and preparing reports.
Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $28.80 Material Fee: $7.00
September 15 to October 27
November 3 to December 8
Harbourfront Microcomputer Centre
410 Queen's Quay West
(Register at St. James Campus)
Mon. 6:15 to 9:15 p.m.
September 18 to October 30
November 6 to December 11 • **PRGM 997**
For more information about this course, please call 867-2162.

Intermediate dBASE III

Prerequisite: Introduction to dBASE III.
To further expand the student's basic knowledge of dBASE III Plus. Topics covered include: changing dBase systems default setting; setting up dBase working environment; working with multiple files simultaneously; exchanging data files with other programs and other advanced commands.
Thurs. 6 to 9 p.m. St. James Campus
21 hours Fee: $38.60 Material Fee: $5.00
September 14 to October 26
November 2 to December 14 • **PRGM 989**

Advanced dBASE III

Prerequisite: Intermediate dBASE III plus practical experience. Designed for those who want to use dBASE III and dBASE III Plus beyond just the interactive mode and become involved in its built-in programming language. Start by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.
Wed. 6 to 9 p.m. St. James Campus
21 hours Fee: $38.60 Material Fee: $5.00
September 13 to October 25
November 1 to December 13 • **PRGM 998**

Introduction to Lotus 1-2-3

Prerequisite: Basic knowledge of microcomputers.
A clear, concise and practical approach to the popular electronic spreadsheet which combines power and flexibility with ease of use. Both the novice and those with some knowledge of 1-2-3 will benefit from the course.
Tues. or Thurs. 6 to 9 p.m.
St. James Campus
18 hours Fee: $28.80 Material Fee: $7.00
September 12 or 14 to October 17 or 19
October 31 or November 2 to December 5 or 7
Harbourfront Microcomputer Centre
410 Queen's Quay West
(Register at St. James Campus)
Wed. 6:15 to 9:15 p.m.
September 13 to October 18
November 1 to December 6 • **BUS 813**
For more information about this course, please call 867-2162.

Lotus 1-2-3 (General Applications)

An examination of the attributes of Lotus 1-2-3 Release 2 program and an introduction to 1-2-3 templates and other aspects of the program. Other subjects include: border cells, pointer, mode indicators, error corrections, function keys, commands, formats and functions, file handling, print reports, business graphs, macros and the creation and manipulation of the database.
No previous experience necessary.
Mon. 7 to 9:30 p.m. Kensington Campus
25 hours Fee: $169.30
September 25 to December 4 • **PRGM 907**
For more information about this course, please call 944-4460.

Advanced Lotus 1-2-3

Prerequisite: BUS 813 — Introduction to Lotus 1-2-3 plus practical business experience with Lotus 1-2-3. Explore the potential of 1-2-3 and move on to more advanced applications, especially the use of macros. Learn how to design the worksheet and create macros for a variety of business applications as well as data sharing between 1-2-3, dBASE II and Wordstar.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $28.80 Material Fee: $10.00
September 11 to October 23 • **BUS 815**
November 6 to December 11
For more information about this course, please call 867-2162

WordPerfect 4.2

Prerequisite: Basic typewriter skills are required. This course is designed to introduce the student to WordPerfect 4.2, a full function word processing software package. The course covers the following topics: basic typing features of WordPerfect, creating and saving documents, editing text, formatting options, page numbering, printing function, moving and copying text, search and replace, Help key, Speller, Thesaurus, text columns, math, macros, merge capabilities and the sort feature.
Kensington Campus
30 hours Fee: $216.10
Mon. 9 a.m. to noon
September 25 to December 4
Tues. and Thurs. 5 to 7 p.m.
September 26 to November 14
Thurs. 7 to 10 p.m.
September 28 to November 30
Saturday 9 a.m. to noon or 1 to 4 p.m.
September 30 to December 2 • **PRGM 909**
For more information about this course, please call 944-4460.

Introduction to Wordperfect 5.0

Prerequisite: Familiarity with keyboard. Introduces the student to the power of microcomputer-based word processing. It is of interest to anyone wanting to become proficient in the use of computers for composing reports, letters, memos and any other document. It offers hands-on experience in the use of Wordperfect on PC.'s
Mon. or Tues. 6 to 9 p.m. or Sat. 9 to noon St. James Campus
30 hours Fee: $53.00 Material Fee: $5.00 Plus purchase of text
Sept. 18 to Nov. 27
Sept. 19 to Nov. 21 Sept. 30 to Dec. 9 • **BUS 926**
For more information please call 867-2162

Advanced Wordperfect 5.0 Featuring Desktop Publishing

Prerequisite: Intro. to WordPerfect 5.0
Introduces the student do desktop publishing techniques of WordPerfect 5.0. It is of interest to anyone wanting to become proficient in the use of computers for composing multi-page documents and multi-column layout. It offers hands-on experience in the use of WordPerfect 5.0 on the personal computer.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $5.00
Sept. 21 to Nov. 23 • **BUS 927**
For more information, call 867-2162

Introduction to Multimate Advantage

Prerequisite: Typing speed of 20 wp. This course includes the new updated version of Multimate. The student is introduced to the fundamentals of wordprocessing. Topics include creating, editing, saving and revising documents; setting margins and tabs, page length, and columns; copying and moving text and using search and replace.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $28.80
September 18 to October 30 • **WORD 901**

Advanced Multimate Advantage

Prerequisite: Introduction to Multimate Advantage (WORD 901).
This advanced course includes the following topics: key procedures library functions, system defaults, advanced print controls, document merging (Mailmerge), spell checker and many of the new features that have been added to this updated version of Multimate.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $28.80
November 6 to December 11 • **WORD 902**

MicroSoft Word — IBM

Prerequisite: Typing 20 wpm
MicroSoft Word is a professional Word Processing package. This hands-on course will introduce students to creating, saving and printing documents. Numerous editing functions will be covered including manipulation of text through copying and moving. Students will also be instructed in the use of stylesheets, mail-merge, speller/thesaurus, and macros.
Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $200.00
September 26 to November 28 • **PRGM 973**

Introduction to ACCPAC General Ledger

Prerequisite: Knowledge of basic accounting and basic computer experience.
The ACCPAC General Ledger & Financial Reporting System can be operated by persons with varying degrees of accounting knowledge. Students with an accounting background will, however, be in an advantageous position in appreciating the implications of the various teaching modules. This course teaches how to create and maintain a general ledger, enter accounting transactions and produce all critical financial reports, including company profile, chart of accounts, general ledger listing, batch status report, transaction journal, trial balance worksheet, detailed general ledger account listing, and custom financial reports and specification files.
Sat. 2 to 5 p.m. St. James Campus
September 9 to October 28
November 4 to December 16 Wed. 6 to 9 p.m.
September 13 to October 25
21 hours Fee: $38.60 • ACC **800**
For more information, please call 867-2162.

Hard Disk Management

Managing a Hard Disk — Seminar

A 3 day seminar designed to provide an overview of hard disk technology, installation and set up of a computer system for faster access to files; how to boost the performance of the disk and the user; find ways to survive hard disk disasters such as loss of all data; gain information on several ways to back up and restore files with their advantages and disadvantages. This seminar is suitable for persons using a hard disk or planning to use one. Light refreshments will be served.
Tues., Wed., and Thurs., 3p.m.to 9 p.m. Casa Loma Campus
18 hours Fee: $150.00
December 5 to December 7 • **PRGM 960**
For more information call 944-4460.

Languages

English as a Second Language

Learning to Read and Write in English

A course in basic English designed for non-native speakers with a limited knowledge of the language. This course prepares students for the basic English courses by teaching them required reading and writing skills, including alphabet work and spelling.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $85.00
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 18 to December 13 • **LT 921**

Pre-Intermediate English

A course for English as a second language students who have a limited ability in English. The focus is on grammar but includes listening comprehension, pronunciation and possibly some work in our language laboratory. Successful completion of the course allows the student to proceed to more advanced courses.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $97.60
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 18 or 19 to December 13 or 12
• **LT 813**

Intermediate English

For students who already know some English, this course emphasizes grammar but also deals with speaking, writing and listening comprehension. There may be some work in the language laboratory to improve pronunciation. Successful completion of this course qualifies the student for Advanced English.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $97.60
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 18 or 19 to December 13 or 12
• **LT 812**

Advanced English for E.S.L.

For students who have learned to speak and write basic English, this course further develops conversational skills, grammar and reading comprehension.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $97.60
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 18 or 19 to December 13 or 12
• **LT 803**

Conversational English for New Canadians

Designed for high intermediate and advanced students, this course develops fluency in conversational English. Since there is no formal instruction in grammar, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate ESL (LT 812).
Some conversation activities may be video-taped to help students assess their performance.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
40 hours Fee: $86.10
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 18 to November 27 • **LT 818**

Writing for Advanced Students of English as a Second Language

For the high intermediate or advanced student who wants to learn to write more clearly. Instruction focuses on helping students with their individual writing problems.
Mon. 7 to 9:30 p.m. Kensington Campus
25 hours Fee: $60.10
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 18 to November 27 • **LT 819**

Language Test Preparation

This course helps prepare intermediate and advanced ESL students to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Topics studied in-depth include: listening, reading comprehension, writing, grammar and vocabulary.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $85.00
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 18 to December 13 • **LT 916**

English Pronunciation Part I

A short course on developing speech production for intermediate or advanced ESL students. Students use the language laboratory and there will be no formal instruction in grammar.
Tues. 7 to 9 p.m. Kensington Campus
20 hours Fee: $37.00
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 19 to November 21 • **LT 917**

English Pronunciation Part II

Prerequisite: LT 917 or previous study in phonology.
Emphasis is on refining English speech production for students who have completed LT 917 or studied some phonology in another course. The course also offers further study in transcription, sounds, stress and intonation.
Tues. 7 to 9 p.m. Kensington Campus
20 hours Fee: $37.00
Registration: September 5 to 7, 5 to 6:30 p.m.
Dates: September 19 to November 21 • **LT 919**

French

George Brown offers a comprehensive selection of French courses to suit everyone from beginners learning their first few phrases to fluent speakers who want to perfect their professional vocabularies. The core of George Brown's French offerings is made up of second-language conversation courses. In these courses, students learn to speak and understand French in a relaxed and lively atmosphere. The Centre uses up-to-date teaching methods that emphasize authenticity, students' participation, pronunciation, listening skills and role playing.
For more advanced students or Toronto francophones, the Centre offers a variety of French courses ranging from business French and microcomputer programming to drawing.
Some courses can be combined by intermediate and advanced students to earn a Certificate of Proficiency in French which is particularly useful to people who use French at work.

Certificate of Proficiency in French

Students must complete Speaking French Level 6 as well as four courses in French in order to graduate. Students exempted from all Speaking French courses must complete five courses in French.

Compulsory Courses:
Speaking French — LT 804, LT 805, LT 828, LT 835 levels 3,4,5 and 6, or LT 932 levels 2A and 3A.
Students placed at levels higher than 3 are granted equivalence status for the lower levels.
Grammaire française — LT 927
Culture et société franco-canadiennes — LT 824

Electives
(two or three courses from this section):
Correction phonétique — LT 929
Le français langue des affaires — LT 928
Communication écrite I — LT 822
Communication écrite II — LT 926
Introduction à la traduction — LT 823
La programmation sur micro-ordinateur I — PRGM 925A
Micro-ordinateur pour gestionnaires — PRGM 801
Introduction au LOTUS 1-2-3 — PRGM 802

Note: Students enrolled in the certificate program must attend 80% of the classes and obtain a "B" standing in order to proceed.

Interviews:
New students of French as a second language even if they have no previous knowledge of French must have a short placement interview during registration week, two weeks before the start of classes. Times and places for interviews are indicated after each course listed below. Returning students should register at least two weeks before the start of the courses.

Basic Level Courses
Levels 1A — 1B and 2A — 2B
Students develop conversational skills that enable them to express themselves simply in various daily situations. Attention is also given to the structures of the language and pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories. Rudiments of the past and future tenses are also studied.

Intermediate Level Courses
Levels 3 and 4
Students learn to express themselves more correctly and precisely. A lot of class work is based on the interests and occupations of the students. They are urged to discuss topics of personal interest, happenings in their lives and current events.

Advanced Level Courses
Levels 5 and 6
At this level, students can convey their message in almost every situation as they refine their skills in expressing doubt, insistence, feelings, necessity, etc. Idiomatic usage and the finer points of grammar are dealt with and students are challenged to defend opinions and ideas. They are encouraged to take advantage of francophone activities in Toronto.

Speaking French (all levels)

Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
42 hours Fee: $72.20
September 19 to November 28
Placement interviews:
Kensington Campus, Room 1210
September 11 to September 14, 5 to 6:30 p.m.
• **LT 804**

Speaking French (Basic and Intermediate levels)

Mon. and Wed. 4 to 6 p.m.
St. James Campus
42 hours Fee: $72.20
September 18 to November 29
Placement interviews:
St. James Campus, Room 429
September 5 to September 7, 5 to 6:30 p.m.
• **LT 804**

Speaking French (all levels)

Mon. or Wed. 6:15 to 9:15 p.m.
St. James Campus
(200 King Street East – east of Jarvis)
42 hours Fee: $72.20
September 11 or 13 to December 18 or 13
Placement interviews:
St. James Campus, Room 429
September 5 to September 7, 5 to 6:30 p.m.
• **LT 805**

Speaking French: Saturdays (Basic levels)

Sat. 9:30 a.m. to 12:30 p.m.
Kensington Campus
42 hours Fee: $72.20
September 16 to December 16
Placement Interviews:
Kensington Campus, Room 1210
September 11 to September 14, 5 to 6:30 p.m.
• **LT 835**

Speaking French: Saturdays (Intermediate levels)

Sat. 9:30 a.m. to 12:30 p.m.
Kensington Campus
42 hours Fee: $72.20
September 16 to December 16
Placement Interviews:
Kensington Campus, Room 1210
September 11 to September 14, 5 to 6:30 p.m.
• **LT 930**

French Language Retention *New*

Prerequisite: A short placement test.
This course is offered to learners who have already acquired an advanced level of fluency in French and who wish to maintain their oral skills to meet their professional needs.
More sophisticated idiomatic expressions, grammar subtleties and job-related vocabulary will be introduced through job-oriented discussions, presentations and real-life simulations.
Tues. and Thurs. 7 p.m. to 9 p.m.
Kensington Campus
42 hours Fee: $72.20
September 19, 1989 to November 28, 1989
• **LT 944**

Cours en français

Pour vous inscrire aux cours suivants complétez la formule à la fin de ce répertoire et postez-la ou, allez directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.
Veuillez téléphoner au département de français pour de plus amples renseignements: 867-2437.

Vivre en français à Toronto

Prérequis: Niveau 5 ou équivalent.
Ce cours permet aux étudiants de pratiquer le français par des sorties culturelles, des entretiens avec des francophones travaillant à Toronto et par l'exploitation des ressources francophones de Toronto. Les apprenants participent activement à la préparation du programme et des sorties.
Jeudi 19h-22h Campus St-James
36 heures Coût: 67.40 $
du 21 septembre au 7décembre • **LT 925**

Culture et société franco-canadienne

Prérequis: Niveau 5 ou équivalent
Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société Canadienne-Française sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les étudiants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.
lundi 18h15-21h15 Campus St-James
36 heures Coût: 67.40 $
du 18 septembre au 11 décembre • **LT 824**

Grammaire française pour non-francophones

Prérequis: Niveau 5 ou équivalent.
Ce cours est destiné aux étudiants de niveau avancé désireux d'améliorer leur grammaire orale et écrite, afin de pouvoir mieux communiquer en français. Tout en présentant les principales règles de grammaire par le biais d'exercices structuraux traditionnels, le cours encourage l'étudiant à constamment réappliquer ces règles de façon personnelle en rédigeant des lettres, des compositions, etc. et en faisant divers types de présentations orales. Au besoin, on fait également appel à la grammaire comparée du français et de l'anglais et on étudie des textes en français bien écrit. Le cours se donne entièrement en français.
mercredi 18h15-21h15 Campus Kensington
42 heures Coût: 72.20 $
du 13 septembre au 13 décembre • **LT 927**

Communication écrite I

Dans ce cours, l'étudiant sera amené à parfaire ses connaissances grammaticales et techniques de la langue en vue de la production écrite. La grammaire, les anglicismes, les abréviations, la ponctuation, l'orthographe et autres points de langue sont à l'étude.
mardi 18h15-21h15 Campus St-James
42 heures Coût: 72.20 $
du 12 septembre au 12 décembre • **LT 913**

Correction phonétique

Prérequis: Niveau 4 du Cours "Speaking French" ou l'équivalent
Ce cours est conçu à l'intention des étudiants anglophones qui ont acquis un niveau intermédiaire de communication en français et qui désirent améliorer leur prononciation et leur expression orale. En classe et en laboratoire, les étudiants se familiarisent avec les caractéristiques phonétiques du français, apprennent à corriger leurs fautes de prononciation, sont entraînés à la compréhension et à la discrimination auditives, préparent des mises en situation et font des exercices permettant de parfaire leur prononciation, rythme, débit et intonation.
Ce cours est donné en français.
samedi 9h30-12h30 Campus Kensington
42 heures Coût:72.20 $
du 16 septembre au 16 décembre • **LT 929**

Le français langue des affaires

Prérequis: Avoir réussi le niveau 5 de "Speaking French."
Ce cours est conçu à l'intention du personnel de bureau et des gens d'affaires qui ont besoin du français dans le cadre de leur travail. En classe, les étudiants apprennent à communiquer au téléphone de façon claire, prendre rendez-vous et faire une réservation, discuter des clauses d'un contrat, lire des rapports de journaux financiers, présider une réunion, rédiger de la correspondance et divers autres documents.
On encourage les étudiants à discuter de leur propre travail et à mettre en pratique immédiatement ce qu'ils ont appris en classe.
mardi 18h15-21h15 Campus St-James
42 heures Coût: 72.20 $
du 12 septembre au 12 décembre • **LT 928**

Introduction à la traduction

Ce cours initie les élèves bilingues aux techniques nouvelles de la traduction et leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité, finance, économie, etc.), les étudiants approfondissent leur connaissance pratique du vocabulaire, de la grammaire et de la stylistique. Il ne forme pas de traducteurs professionnels.
mercredi 18h15-21h15 Campus Kensington
42 heures Coût: 72.20 $
du 13 septembre au 13 décembre .
Tous les candidats doivent se présenter à un test de classement entre le 11 et le 14 septembre, entre 17h et 18h 30• **LT 823**

Micro-ordinateur I

Introduction à la programmation sur micro-ordinateur – un cours pour ceux et celles qui ont peu ou aucune expérience du langage BASIC. Utilisation du logiciel dans l'industrie, dans l'éducation et dans les loisirs; utilisation du clavier, des graphiques; usage du print; genres d'input et d'output dans un programme: branchements (go to), boucles (for...next), dimensions et sous-routines. En classe, dans les deux cours, l'étudiant travaille sur son propre micro-ordinateur.
lundi 19h-22h Campus St-James
30 heures Coût: 53.00 $
du 18 septembre au 27 novembre
• **PRGM 925A**

Dessin et peinture

Ce cours est offert à toute personne désirant apprendre le dessin et la peinture en français. La première moitié du cours, consacrée au dessin, familiarise les étudiants avec le crayon, le fusain et le pastel. L'autre moitié est consacrée à la peinture, à l'application et au mélange des couleurs.
Le cours comprend des visites de galeries qui aident les étudiants à apprécier et à critiquer leur propre expression artistique ainsi que celle des autres.
samedi 10h-13h Campus St-James
36 heures Coût: 67.40 $
du 16 septembre au 9 décembre • **LT 826**

Certificat en Enseignement du Français Langue Seconde aux Adultes

Le Centre Français offre, à temps partiel, un Certificat en enseignement du français langue seconde aux adultes.
Ce certificat est conçu à l'intention des francophones qui désirent travailler dans ce domaine. Les candidatures de non-francophones ayant un niveau très avancé en français pourront être considérées.
La première partie du Certificat débutera le 12 septembre 1989 pour se terminer le 1er décembre 1989. La deuxième partie commencera le 23 janvier 1990 et se terminera le 22 mars 1990.

Les cours offerts sont:
– Micro-enseignement
– Psychologie de l'apprenant adulte
– Didactique des méthodes d'enseignement en français langue seconde et création de matériel
– Didactique de la grammaire
– Didactique de la linguistique et de la prononciation en classe de français langue seconde
– Test et évaluation en enseignement du français langue seconde
– 10 heures de stage (observation)
– 30 heures de stage (enseignement)

Entrevues
Tout candidat devra se soumettre à un examen oral avant d'être accepté au Certificat. Les entrevues auront lieu au Campus Kensington, local 1106.

Evaluation et Obtention du Certificat
Chaque étudiant devra remettre pour chacun des cours complétés, des travaux évaluant son apprentissage, participer à un minimum de 80 % du cours et réussir les examens afin d'accéder au cours suivant. La note de passage pour chacun des cours est de 60 %.
Un certificat en enseignement du français langue seconde aux adultes sera décerné aux candidats ayant rempli toutes les exigences énumérées ci-haut.

Micro-enseignement

Dans ce cours, l'étudiant pourra évaluer ses aptitudes à enseigner. Les mises en situation et les jeux de rôle lui feront prendre conscience des exigences de l'enseignement. L'étudiant sera filmé à plusieurs reprises. Il lui sera ainsi permis de visualiser ses points faibles et de les corriger.
mardi et jeudi 18h30 - 21h30, Campus Kensington
18 heures Coût: 28.80 $
du 12 au 28 septembre • **LT 933**

Psychologie de l'apprenant adulte

Préalable: Micro-enseignement.
Dans ce cours, les étudiants pourront discerner les différences entre pédagogie et andragogie. L'accent sera surtout mis sur les principes andragogiques. On apprendra à évaluer les besoins des apprenants adultes et à cerner les objectifs à atteindre en salle de classe. Une partie du cours portera également sur l'évaluation de l'apprentissage auprès d'un apprenant adulte.
mardi et jeudi 18h30 - 21h30 Campus Kensington
24 heures Coût: 43.40 $
du 3 au 26 octobre • **LT 934**

Didactique des méthodes d'enseignement en français langue seconde et création de matériel

Préalable: Psychologie de l'apprenant adulte.
Dans ce cours, l'étudiant fait un tour d'horizon des différentes approches et méthodes d'enseignement du français langue seconde à utiliser en salle de classe. Il apprend à en évaluer le contenu et la pertinence. Il apprend à créer du nouveau matériel en fonction des besoins des apprenants et des objectifs à atteindre en salle de classe.
mardi et jeudi 18h30 - 21h30 Campus Kensington
39 heures Coût: 67.40 $
31 octobre au 12 décembre • **LT 935**

Stage d'observation

Les dix (10) heures d'observation se feront entre septembre et décembre 1989. L'étudiant devra observer une classe de français langue seconde au Collège George Brown. De cette façon, il sera apte à enseigner à la deuxième partie du certificat.
10 heures Coût: 16.00 $ • **LT 939**

Stage d'enseignement

Préalable: Stage d'observation.
Dans ce stage, les étudiants devront préparer, structurer et donner un cours de français soit, au niveau débutant, intermédiaire ou avancé. Les trente (30) heures d'enseignement seront supervisées par un professeur qualifié dans l'enseignement du français langue seconde aux adultes. Les superviseurs devront produire un compte-rendu du travail effectué et noter chacun des stagiaires. De même que l'observation, l'enseignement devra se faire au Collège George Brown. Le stage d'enseignement devra avoir lieu entre janvier et juin 1990.
30 heures Coût: 53.00 $ • **LT 940**

Italian

Italian Language and Heritage

Develop both speaking and writing skills while learning about Italian culture.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
50 hours Fee: $97.60
Registration: September 5 to 7
Dates: September 18 to December 13
— Basic • **LT 806A**
— Intermediate • **LT 806B**
— Advanced • **LT 806C**

Spanish

Spanish Language and Heritage

Develop both speaking and writing skills while learning about Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
50 hours Fee: $97.60
Registration: September 5 to 7
Dates: September 18 to December 13
— Basic • **LT 808A**
— Intermediate • **LT 808B**
— Advanced • **LT 808C**

German

German Language

This course develops students' language skills according to their individual competence in German.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
50 hours Fee: $97.60
Registration: September 5 to 7
Dates: September 18 to December 13 • **LT 817**

George Brown College in co-operation with the Chinese Information and Community Services and the Sing Tao Newspaper presents:

Advanced Translation in the Chinese and English Languages

Prerequisite:
Practical translation in the Chinese and English languages – An introduction (LT 941)
The course deals with techniques such as omission, amplification, repetition, conversion, negation and other translation methods. Pitfalls that translators and interpretors are likely to overlook are studied and analysed.
More advanced skills are acquired through intensive Chinese to English and English to Chinese exercises. Simultaneous interpretation is the focus in oral practice.
Students are required to submit a translation work at the end of the course for assessment. Topics of interest are selected.
Mon. 7 to 10 p.m. Kensington Campus
42 hours Fee: $72.70
September 11 to December 18 • **LT 942**

Chinese (Mandarin)

Chinese Language (Mandarin)

Develop both speaking and writing ability while learning about Chinese culture.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
50 hours Fee: $97.60
Registration: September 5 to 7
Dates: September 18 to December 13 • **LT 825**

Arabic

Standard Arabic for Beginners

Gain a basic knowledge of modern standard Arabic as it is used throughout the Arab world. Emphasis is placed on conversational skills and discussing contemporary Arab values. Class activities are relevant to those doing business with the Arab world.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
50 hours Fee: $85.00
Registration: September 5 to 7
Dates: September 18 to December 13 • **LT 918**

Portuguese

Basic Portuguese

This course covers the development of facility in both speaking and writing of the language. Language instruction is given in contexts that reflect the most notable features of Portuguese culture.
Mon. and Wed. 7 to 9 p.m. Kensington Campus
50 hours Fee: $97.60
Registration: September 5 to 7
Dates: September 18 to December 13 • **LT 840**

Sign Language

Introduction to Sign Language

Introduces students to basic American Sign Language structure and vocabulary through a communicative or direct experience method. The focus is on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Mon. 6 to 8 p.m. or 8 to 10 p.m.
Casa Loma Campus
24 hours Fee: $38.40
September 11 to December 4 • **CES 900**

Sign Language — Level II

Prerequisite: Introduction to Sign Language — CES 900 or equivalent.
Students learn more structures, grammatical features and vocabulary based on material learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. The same text as Level I is used.
Tues. 6 to 8 p.m. Casa Loma Campus
24 hours Fee: $38.40
September 12 to November 28 • **CES 901**

Sign Language - Level III

Prerequisite: Sign Language - II
Students further develop sentence analysis, facial adverbs and idiom usage. Classes are held without voice to ensure students exercise their expressive and receptive skills as much as possible. The same text book as Level I and II is used.
Instructor: Darrel Ominika
Wednesday 6 to 8 p.m.
Casa Loma Campus
24 Hours Fee: $38.40
September 13 to November 29 • **CES 905**

Business

Certificate Programs

George Brown's School of Business offers many certificate programs for part-time students. These programs comprise a number of compulsory courses as well as one or more electives.

■ **Required courses provide the foundation for the area of specialization, while electives permit you to select courses best suited to your interests and goals. There are two possible routes towards achieving a certificate. You can begin working towards a certificate upon registration of your first course or, you may select individual courses based on personal or professional interest and later decide to complete the entire program.**

Accelerated Accounting Certificate

This program allows students to complete accounting courses on a part-time basis during the day and evening. The courses completed as part of the program can be used as credits towards:

1. Accelerated Accounting Certificate
2. Business Administration Department
• Diploma in Business — Accounting
• Diploma in Business Administration — Accounting
3. Business Continuing Education Department
• Certificate Program in Accounting
4. Society of Management Accountants
• C.M.A. Designation
5. Certified General Accountants Association
• C.G.A. Designation

This program is a joint offering by the Department of Business, Accounting Program and the Business Continuing Education Department of the School of Business. For further information, contact the St. James Campus, Program Office, at 200 King Street East. Telephone 867-2145.

12 courses: 8 compulsory, 4 electives.
Subjects are offered Fall and Winter only.
NOTE: To qualify for exemption from any subject please call Program Co-ordinator, D. Fleming, at 867-2145.

Compulsory:

Financial Accounting I – ACC 901 (Equivalent to ACC 100X & ACC 101X)
Financial Accounting II – ACC 902 – Management Accounting I – ACC 903– (Equivalent to ACC 202X & ACC 204X)
Management Information Systems I – MIS 901
Management Information Systems II – MIS 902
Financial Management I – MGMT 901
Organizational Behaviour I – ORGB 901
Economics – EC 901

Electives:

Choose 2 from Group A and 2 from Group B.

Group A

–Choose 2 of:
Financial Accounting III – ACC 904
Management Accounting II – ACC 905
Management Information Systems III – MIS 903
Financial Management II – MGMT 902
Organization Behaviour II – ORGB 902
Auditing I – AUDT 901
Auditing II – AUDT 902
Tax – TAX 901

Group B

(Choose 2, one of which must be a Business Communications course)
Business Communications I – COMM 904
Business Communications II – COMM 905
Business Communications III – COMM 906
Business Communications IV – COMM 907
Business Law – LAW 901
Business Statistics I – MATH 901
Business Statistics II – MATH 902

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Accounting

This program gives students a thorough knowledge of the main aspects of accounting. It is of interest to someone already working in a junior position in the field or anyone interested in a general career in business administration.
Entrance requirement: Secondary School Graduation Diploma or equivalent standing.
Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses: 4 compulsory, 2 electives

Compulsory:
ACC 100X – Accounting I
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
EC 903 – Economics (Fall & Winter only)

Electives:
BUS 900A – Business Management I
BUS 900B – Business Management II
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
EDP 100X – Introduction to Computer Programming

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Bookkeeping Systems

This program is designed to meet the needs of students and employers. Emphasis is placed on training bookkeepers who will become skilled in handling bookkeeping systems, both manual and computerized. Successful completion of the program will provide students with skills which will be readily marketable to a large number of firms in industry.

Compulsory:

Bookkeeping I – BOK 552XA
Bookkeeping II – BOK 552XB
Computer Applications for Bookkeepers – BOK 902
Wordperfect Applications for Bookkeepers – BOK901
ENG933 – Bare Essentials is a required compulsory subject for students who have not attained a Grade 12 Certificate in English. A "B" standing must be achieved in this subject in order to qualify for the Certificate.

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Business Management

This program is designed to develop the managerial skills of potential managers and those currently working as junior managers. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience. Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses: 4 compulsory, 2 electives

Compulsory:

BUS 900A – Business Management I
BUS 900B – Business Management II
MARK 100X – Marketing
ACC 100X – Accounting I

Electives:

EDP 100X – Introduction to Computer Programming
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
OMDP 907 – Effective Supervision – Human Relations
EC 903 – Economics (Fall & Winter only)

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

George Brown College in co-operation with the Federal Business Development Bank presents a Seminar Series at St. James Campus

Federal Business Development Bank Seminars

Bookkeeping
Take the mystery out of bookkeeping and debits and credits. Learn about the entire bookkeeping cycle from recording original entries to preparing financial statements.
Saturday, October 14, 1989 9 a.m. to 4:30 p.m.
Fee: $105.00 includes materials • **FBDB 703**

Business Ownership for Women
This seminar/workshop will provide women with an overview of all the aspects of opening their own business and preparing a business plan. Included in topics covered are market analysis, financing, legal considerations, and incorporation.
Saturday, October 21, 1989 9 a.m. to 4:30 p.m.
Fee: $105.00 includes materials • **FBDB 702**

Time Management
Learn how to avoid time wasters and increase productivity, by setting goals and priorities. Get more done by working smarter not harder.
Saturday, October 21, 1989 9 a.m. to 12 noon.
Fee: $75.00 includes materials • **FBDB 701**

Winning Strategies for Women
The ability to negotiate successfully is crucial for any business to prosper yet women often are apprehensive about negotiating in a business environment despite the fact that negotiation is part of their personal lives. This seminar focuses on winning stategies which lead to successful negotiations.

Sat. Oct. 21, 9 a.m. to 4:30 p.m., St. James Campus
6 hours Fee: $105.00 • **FBDB 706**

Small Business—The first step
This seminar offers the participants a unique new concept combining a seminar with personal counselling. It is designed to help the "would-be" entrepreneur find out what owning a business is all about, followed by a "mentoring" at the initial stage of entrepreneurship. The course will assist participants to identify personal and business goals, business opportunities, sources of information and assistance in starting a new business.

Sat. Oct. 14, 9 a.m. to 4 p.m., St. James Campus
6 hours Fee: $150.00 Material fee: $10.00 • **FBDB 705**

Certificate for the Office Administrator

This program is designed to meet the changing needs of today's office in business, the professions and government. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

Students who have completed WORD 201X, WORD 800 and WORD 801 prior to September 1, 1989 may continue to apply these credits towards their certificate.

Students who have completed only the WORD 201X credit should contact the Business Continuing Studies office at 867-2162.

Prerequisites: Grade 12 English and Typing 45 wpm. Proof to be supplied upon registration.

6 courses: 4 compulsory, 2 electives

Compulsory:

Bookkeeping I – BOK 552XA
Introduction to WordPerfect 5.0 – BUS 926
Office Procedures – OP 900
Dicta/Transcription/Proofreading – DIC 900

Electives A:

Choose one
Effective Supervision Human Relations – OMDP 907
Records and Information Management I – RM 900A
WordPerfect 5.0 – Advanced – BUS 927
Effective Communication in Today's Business World – OMDP 954

Electives B:

Choose one
Supervisor – Training and Developing Staff – OMDP 955
Supervisor – Managing Resources – OMDP 957
People Management: Tools and Techniques – OMDP 906

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Secretarial Practice

Prepares students for a career in the stenographic/secretarial field and refreshes old skills for those returning to office work. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

Students who have completed WORD 201X, WORD 800 and WORD 801 prior to September 1, 1989 may continue to apply these credits towards their certificate.

Students who have completed only the WORD 201X credit should contact the Business Continuing Studies office at 867-2162.

6 Courses: 5 compulsory, 1 elective

Compulsory:

TYP 905 – Advanced Typing
BUS 926 – Introduction to WordPerfect 5.0
OP 900 – Office Procedures
DIC 900 – Dictation/Transcription/Proofreading
ENG 933 – Bare Essentials

Electives:

SH 104X – Forkner Shorthand
BUS 927 – Advanced WordPerfect 5.0
EDP 100X – Introduction to Computer Programming
BOK 552XA – Bookkeeping
RM 900A – Records and Information Management I
RM 901A – Records and Information Management II

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

C.G.A./S.M.A. Exemptions

The courses listed below have been granted exemptions by C.G.A. and S.M.A. as noted. An average grade of B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations."

Our Course #	Accelerated Accounting	C.G.A. Program 90	S.M.A.
ACC 100X & 101X	ACC 901	Financial Accounting 1	Intro. Accounting
EC 903	EC 901	Economics 1 & 2	Economics
ACC 200X	ACC 902	Financial Accounting 2	Inter. Accounting I
ACC 203X	ACC 904	Financial Accounting 3	Inter. Accounting II
LAW 200X or CMDP 902A & 902B	LAW 901	—	Commercial Law
ACC 202X, 204X & 300	ACC 903 & 905	Management Accounting I	—
—	MIS 901, MIS 902 & MIS 903	Management Information Systems I	—
—	Tax 901 I	Taxation I	—
—	AUD 901 & AUD 902	Auditing I	—

*For complete exemption details, contact the associations directly. Exemptions for S.M.A. apply only if an individual has become a student member of the Society prior to June 1, 1989.

Certificate in Medical Secretarial

This program provides the student with specialized skills required for working in a medical office. Entrance requirements: Secondary School Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

Students who have completed WORD 201X, WORD 800 and WORD 801 prior to September 1, 1989 may continue to apply these credits towards their certificate.

Students who have completed only the WORD 201X credit should contact the Business Continuing Studies office at 867-2162.

Prerequisites: Grade 12 English and Typing 45 wpm
7 courses: 6 compulsory, 1 elective

Compulsory

6 courses:
BUS 176X – Medical Office Practice I*
BUS 192X – Medical Office Practice II
BUS 166X – Medical Transcription I*
BUS 170X – Medical Transcription II
BUS 171X – Medical Terminology
BUS 175X – Medical Terminology II

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Electives:

BUS 926 – Introduction to WordPerfect 5.0
* Students who have previously successfully completed the former Medical Office Practice prior to '87 will be granted exemption for Medical Office Practice II if taken at George Brown College.

George Brown College in Cooperation with The Institute of Law Clerks of Ontario

The Ministry of Skills Development in its Training Profile (1986) for the Law Clerk defines "law clerk" as:
"...a trained specialist, capable of doing independent legal work, which may include managerial duties, under the direction and guidance of a Barrister and Solicitor, of routine legal and administrative matters and to assist him in the more complex ones.
The program is comprised of four courses offered over two years. In year one, you are exposed to the areas of real estate and estates. In year two you are exposed to litigation and corporate law.
Students have the opportunity of writing a province-wide exam set and marked under the supervision of the Institute of Law Clerks of Ontario. Successful completion of the Institute's four exams is a necessary requirement for associate level membership within the Institute and such completion is a universally accepted standard of achievement within the legal profession, as is membership in the Institute.
As these courses are part of a program leading to a certificate with the Institute of Law Clerks, it is advised that those without some legal background may have initial difficulty handling the concepts.

4 Courses:
Real Estate – LAW 804 (Fall only)
Litigation – LAW 802 (Fall only)
Estates – LAW 803 (Winter only)
Corporate – LAW 801 (Winter only)

Institute of Law Clerks Examination Dates: (Tentative)
Real Estate – January 9, 1990
Litigation – March 6, 1990
Estates – April 17, 1990
Corporate – June 19,1990
Please Note: examination make-ups are not available as exams are written on a province-wide basis on the dates shown.

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Records Management

This program, offered in cooperation with the Toronto Chapter of the Association of Records Managers and Administrators, will be of interest to all people who are currently involved in the management of business communications, EDP records, files, forms and reports, records systems and procedures, retention, protection and disposal of vital records. Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses: 4 compulsory, 2 electives

Compulsory:

RM 900A – Records and Information Management I RMI
RM 901A – Records and Information Management II RMII
PRGM 997 – Intro to dBASE III
MICR 900 – Microfilm For Your Business

Electives:

Choose one subject each from *two* of the following groups:
Archives:
BUS800 – Introduction to Archival Practices
BUS 801 – The Administration of Archives
Forms:
RM 902 – Forms Management
FORM 900 – Procedural Analysis
FORM 901 – Forms Design
Manuals:
RM903 – Manuals Management

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Paperwork Simplification

The Forms and Manuals Management Association (FMMA), offers a certificate program in Paperwork Simplification.
This certificate program benefits organizations by providing their employees with the technical and administrative expertise required to:
– develop, implement and manage a comprehensive Forms Management program;
– plan and conduct simple analysis projects for the purpose of simplifying paperflow;
– design forms that are efficient to use, economical to produce, and that enhance the organization's image.

Certificate Program in Paperwork Simplification:
3 Courses: (offered Fall and Winter only)
FORM 900 – Procedural Analysis
FORM 901 – Forms Design
RM 902 – Forms Management

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate — Business Procedures Analyst

The Business Procedures Analyst Certificate program is a continuation of the basic Paperwork Simplification Certificate program offered by the Forms and Manuals Management Association (FMMA). This advanced program, reflecting constantly and rapidly changing activities in the forms management field, will provide participants with:
– forms design expertise in all varieties of business forms; a basic understanding of the newest technologies relative to forms; the techniques for carrying to a successful conclusion the procedural analysis projects they learned to initiate and conduct in the basic program;
the background for interfacing with manual or automated systems analysis projects; and
the documentation requirements and techniques of procedural analysis projects.
This program, in combination with the basic program prerequisite, will give people involved in the management of forms, manuals, records and information flow in general some basic skills needed to carry out their activities more efficiently and cost effectively.

4 Courses:
FORM 903 – Advanced Procedural Analysis (Fall only)
FORM 902 – Advanced Forms Design (Winter only)
RM 903 –Manuals Management (Fall and Winter only)
EDP 100X* – Introduction to Computer Programming

*Students may be granted recognition for the successful completion of an equivalent course at a recognized Community College or University. Applications for such recognition must be submitted in writing together with a copy of transcript of marks to:
Director of Education
Forms and Manuals Management Association
P.O. Box 5338, Station A
Toronto, Ontario
M5W 1N6

NOTE: Students may enrol in courses in any order, provided that the required prerequisites are met. Students must hold FMMA's Paperwork Simplification Certificate to be eligible to receive the Business Procedures Analyst Certificate.

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Municipal Administration Program for Clerks, Treasurers and Other Municipal Administrative Staff

The fabric of our society is undergoing dramatic change. The youth culture, unemployment, the housing crisis, tax reform, urban sprawl, pollution, and population problems clamour for attention. To deal with these problems, local government needs to develop an ability to manage this change and plan for the future municipality.
The Municipal Administration Program consists of four units, which are required to obtain the certificate.

4 Courses:
Introduction to Local Government – MUN 900 (Fall only)
Municipal Administrative Structure – MUN 901 (Fall only)
Municipal Financial Management – MUN 902 (Winter only)
Management in the Municipality – MUN 903 (Spring only)

For further information, please contact:
Association of Municipal Clerks and Treasurers of Ontario
100 University Ave., Ste. 801
Toronto, Ontario
Tel: 593-1400

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Archival Practices

This program, sponsored by the Toronto Area Archivists Group, provides basic training in archival practices and administration for non-professional archival technicians. The course is of value to information and management professionals with archival responsibilities. Case studies and workshops are used to present practical examples of the theory taught in class. Local professionals lecture on their fields of expertise and give students valuable future contacts.
Credit courses from this program are of interest to students in the part-time certificate in Records Management.

6 courses: 4 compulsory, 2 electives

Compulsory:

BUS 800 – Introduction to Archival Practices (Fall only)
RM 900A – Records and Information Management I
BUS 801 – The Administration of Archives (Winter only)
BUS 833 – The Care of Records (Conservation Techniques) (Fall only)

The remaining two courses may be selected from courses listed from the following:

Electives:

PRGM 997 – Introduction to dBASE III
RM 901A– Records and Information Management II
RM 902 – Forms Management
RM 903 – Manuals Management (Fall and Winter only)
MICR 900 – Microfilm For Your Business (Fall and Winter only)
FORM 900 – Procedural Analysis (Fall and Winter only)
FORM 901 – Forms Design (Fall and Winter only)

Students are encouraged to select at least one computer-based elective. Management students are encouraged to include at least one Management Development elective.

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Marketing

Introduces beginners to the marketing side of business and upgrades the skills of those already employed in the field. Professionals benefit from a more rounded view of marketing and the course may help them advance in their careers. Lectures from experienced professionals are combined with textbook studies and case analyses.

6 Courses: 4 compulsory, 2 electives

Compulsory:

MARK 100X – Marketing
MARK 205X – Marketing Management I (Fall and Winter)
MARK 904 – Introduction to Advertising
MARK 905 – Introduction to Retail Management (Fall and Winter)

Electives:

MARK 202X – Marketing Research and Information Systems (Spring)
MARK 903 – Industrial Marketing (Fall and Spring)
LAW 900 – Marketing Law
MARK 906 – Consumer Behaviour (Spring)
MARK 902 – Retail Advertising Copy Writing (Winter only)
MARK 200X – Product Planning and Pricing Policy (Fall and Winter)

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Physical Distribution

With the growth of international trade the efficient handling of raw materials, supplies, parts and products is becoming increasingly important. Distribution is recognized as one area which can make significant contributions to both market competitiveness and economic effectiveness. This program has been designed to address these areas.

6 Courses: 4 compulsory, 2 electives

Compulsory:

PD 100X – Introduction to Business Logistics (Fall and Winter only)
PD 103X – Warehousing Management I (Fall)
PD 203X – Traffic and Transportation Management I (Winter)
PD 105X – Inventory Control I (Winter)
*ENG 933 – Bare Essentials

Electives:

Choose two electives from either category "A" or "B".

Group A

PD 204X – Industrial Purchasing (Fall)
PD 202X – Physical Distribution Systems – Management I (Spring)

Group B

PD 207X – Traffic & Transportation Management II (Spring)
PD 206X – Inventory Control II (Winter)
ENG 933 – Bare Essentials is a required compulsory subject for students who have not attained a Grade 12 Certificate in English. A "B" standing must be achieved in this subject in order to qualify for the Certificate.

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Microcomputer Studies

This program is designed for those starting without any microcomputer knowledge. Emphasis is on application systems for various business functions using modern productivity software.

Prerequisite for Course: Keyboarding I
(For course descriptions see Computer Section, pages 21 to 23).

7 Courses: 3 compulsory, 4 electives

Compulsory:

Computer Literacy – PRGM 993
Introduction to dBase III – PRGM 997
Introduction to Lotus 1-2-3 – WORD 813

Electives: – Group A

– choose 1
Introduction to WordPerfect 5.0 – BUS 926
Multimate – PRGM 906
Multimate Advantage – Intro. – WORD 901

Group B

– choose 2
MS-DOS and the Personal Computer – PRGM 908
Intermediate dBase III – PRGM 989
Introduction to ACCPAC General Ledger – ACC 800
Advanced Lotus 1-2-3 – BUS 815
Advanced dBase III – PRGM 998
Advanced Multimate Advantage – WORD 902
Advanced WordPerfect 5.0 – Featuring Desktop Publishing – BUS 927

Group C

– choose 1
Introduction to Networking*
Computer Graphics*
*under development

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Legal Secretarial

This program is designed to help students develop skills in word processing, verbal and written communications and office procedures as they relate to the legal office. From the electives list you have the opportunity of an in-depth study of two areas which meet your needs or interests.

Students who have completed WORD 201X, WORD 800 and WORD 801 prior to September 1, 1989 may continue to apply these credits towards their certificate.

Students who have completed only the WORD 201X credit should contact the Business Continuing Studies office at 867-2162.

6 subjects: 4 compulsory, 2 electives

Compulsory:

Legal Office Procedures I – OP 206X
Legal Office Procedures II – OP 216X
Intro to WordPerfect 5.0 – BUS 926
Advanced WordPerfect 5.0 – BUS 927
Business Communications – ELS 903

Electives:

Choose 2
Real Estate – LAW 804 (Fall)
Litigation – LAW 802 (Fall)
Estates – LAW 803 (Winter)
Corporate – LAW 801 (Winter)

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Certificate in Professional Retailing

This program prepares students to enter the field of retailing in a wide variety of job-entry occupations.
6 subjects: 3 compulsory, 3 electives

Compulsory:

SELL 100X – Professional Selling Skills
BUY 101X – Buying and Inventory Management
*ENG 933 – Bare Essentials
MATH 125X – Mathematics of Merchandising

Electives:

(Choose 3 or more)
ADV 200X – Advertising
PROD101X – Product Awareness
SEC 112X – Loss Prevention
PERS 204X – Personal Management
BUY 201X – Buying and Inventory Management II
MARK 106X – Marketing I
MER 201X – Visual Merchandising
(Winter 1990)

Trust Companies Institute

The Trust Companies Institute (TCI) is the educational arm of the Trust Companies Association of Canada, Inc. and provides business, technical and management programs to the Canadian Trust industry.
The TCI requires that persons completing their Member (M.T.I.) accreditation programs meet a general education requirement. This requirement is met through holding of a university degree, community college business diploma or completion of 4 business subjects at a college or university (ie. Law, Accounting, Economics and Communications or Organizational Behaviour).
Individuals interested in Institute programs should contact the Institute for further details:

Trust Companies Institute
335 Bay Street, Suite 205, Toronto, Ontario M5H 2R3, Telephone: (416) 364-1210

ENG 933 – Bare Essentials is a required compulsory subject for students who have not attained a Grade 12 Certificate in English, A "B" standing must be achieved in this subject in order to qualify for the Program Certificate.

■ **For complete descriptions of the courses featured in this certificate (including date/time/fee information), please refer to the index to locate the page references.**

Accelerated Accounting

Financial Accounting I

Prerequisite: Grade 12.
Covers the conceptual framework of the accounting cycle; measurement of income and recording economic activity; accounting for assets, liabilities and owners' equity – proprietorships, partnerships and corporations; manufacturing accounting; bonds payable; financial statement analysis.
Mon. and Wed. (Please note: This class starts on Wednesday) 6 to 9 p.m. St. James Campus
90 hours Fee: $369.00 plus books and supplies.
September 6 to December 20 • ACC **901**

Financial Accounting II

Prerequisite: Financial Accounting I – ACC 901 or equivalent.
Course covers generally accepted accounting principles; objectives of financial statements; accounting for cash, receivables, temporary investments and inventories; property, plant and equipment, intangible assets.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
90 hours Fee: $369.00 plus books and supplies.
September 12 to December 21 • ACC **902**

Financial Accounting III

Prerequisites: ACC 901 and ACC 902 or equivalent.
Covers consolidated statements; retained earnings and dividends; accounting for leases, pensions and income taxes; earnings per share and interim reports.
Mon. and Wed. (Please note: This class starts on Wednesday) 6 to 9 p.m. St. James Campus
90 hours Fee: $369.00 plus books and supplies.
September 6 to December 20 • ACC **904**

Management Accounting I

Prerequisite: Financial Accounting I – ACC 901 or equivalent.
Covers the purpose and functions of management; management reporting, job order costing; inventory valuation methods; cost allocation and applied overhead; flexible budgets and standards.
Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $265.00 plus books and supplies.
September 12 to December 19 • ACC **903**

Management Accounting II

Prerequisites: ACC 903 or equivalent.
Covers variable and absorption costing; relevant costs for decision making; joint and process costing: capital budgeting and performance measurement, integrative decision cases.
Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $265.00 plus books and supplies.
September 12 to December 19 • ACC **905**

Business Law

Covers torts and insurance; real property; labour laws and tax legislation; consumer protection; contracts and creditor rights.
Wed. 6 to 9 p.m. St. James Campus
45 hours Fee $265.00 plus books and supplies.
September 13 to December 20 • **LAW 901**

Of special interest to

McDonald's restaurant employees

McDonald's Restaurants and George Brown College have developed a unique opportunity for McDonald's employees to acquire credits for courses presented by the College and McDonald's training department.

Credits will be applicable to:
- Ontario Management Development Program (OMDP) — Business Management Studies
- Ontario Management Development Program (OMDP) — Supervisory Studies
- George Brown College Business Management Certificate Program

For further information, McDonald's employees should contact McDonald's training department, or the School of Business Part-time Studies department at 867-2162

Accounting

Accounting I

Prerequisite: BOK 552XA or equivalent recommended.
Introduces the basic concepts and methodology of accounting as applied to either a service or merchandising business. Major topics include: the accounting equation, preparing balance sheets and income statements, the end-of-period process, cash and receivables, inventory, plant and equipment, and income measurement and valuation problems.
Text: Fundamental Accounting Principles — latest edition plus workbook.
NOTE: Students enrolled in the part-time Certificate Accounting program must obtain a "B" standing in order to proceed.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $85.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, pages 30, 36.
September 19 to November 23 • ACC **100X**

Accounting II

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced before registration.
A study of the problems related to sources and uses of investment capital, analysis and interpretive problems pertaining to financial reporting, cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.
Text: Fundamental Accounting Principles — latest edition plus workbook.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $85.00 and purchase of text.
See equivalency for CMA, CCUI, pages 30, 36.
September 18 to November 27 • ACC **101X**

Cost Accounting I

Prerequisites: ACC 100X, ACC 101X or equivalent. Transcript of grades must be produced before registration.
For those currently employed in bookkeeping who wish to study cost accounting. The course is compulsory for students in the Accounting program. Subjects studied include: basic concepts of cost accounting, materials, labour, overhead, solving simple costing problems, and using cost accounting techniques to solve major financial cases.
Text: Cost Accounting, Concepts and Applications for Management Decisions.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $85.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, pages 30, 36.
September 18 to November 27 • ACC **202X**

Cost Accounting II

Prerequisite: ACC 202X.
Learn more complex cost accounting concepts and techniques. Topics include: responsibility accounting, systems control of materials, labour and overhead, budget and budgetary controls, standard systems and variances.
Text: Cost Accounting, Concepts and Applications for Management Decisions.
Mon. and Thurs. 6 to 8:30 p.m.
St. James Campus
55 hours Fee: $93.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, pages 30, 36.
September 18 to December 4 • ACC **204X**

Economics

A broad overview of basic economics. Topics covered include: industrial organizations, forms of economic organization and their strengths and weaknesses, monetary theory, including money, credit and banking, the Canadian banking system, forms of business organization, business financing, supply and demand, business cycles, compensatory counter-cyclical fiscal policy, labour economics, insurance, civics, and the organization of federal, provincial and municipal governments.
Text: Introduction to Economics – A Canadian Analysis.
Mon. and Wed. 6 to 9 p.m. St. James Campus
84 hours Fee: $139.40 and purchase of text.
See equivalency for CMA, CGA, CCUI, pages 30, 36.
September 11 to December 18 • EC **903**

Business Management

Business Management I

First of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate.
This overview of business in Canada deals with the nature and importance of business history, corporate structures. Other topics include: definition of a manager, importance of the environment, decision making and policy formulation, organizing and staffing, planning and controlling communication, directing, management qualifications, senior management, first line management and middle management.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $5.00 and purchase of text.
See equivalency for CCUI, pages 30, 36.
September 12 to December 12 • **BUS 900A**

Business Management II

Second of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate.
Each student is assigned a major topic for presentation. Topics studied include: production, marketing, financial and personnel functions, current and future concerns, business and government, international corporations, and business in the future.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $5.00 and purchase of text.
September 13 to December 13 • **BUS 900B**

Financial Accounting I

Prerequisites: ACC 100X and ACC 101X.
A study of the theoretical structure of accounting. After a review of accounting principles and concepts, topics studied include: preparing financial statements; valuation of current assets, liabilities and operational assets.
Text: Intermediate Accounting (latest edition).
Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $129.80 and purchase of text.
See equivalency for CMA, CGA, CCUI, pages 30, 36.
September 13 to December 13 • ACC **200X**

Financial Accounting II

Prerequisite: ACC 200X.
A continuation of ACC 200X that covers the following subjects: the formation and capital structure of limited companies; accounting for bonds, long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position; analysis of financial statements; and accounting for inflation.
Text: Intermediate Accounting (latest edition).
Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $129.80 and purchase of text.
See equivalency for CMA, CGA, CCUI, pages 30, 36.
September 13 to December 13 • ACC **203X**

You and the Law

How to Incorporate Yourself

All the information and guidance needed to incorporate your own small business. Learn to prepare Articles of Incorporation according to the law, as well as the various forms of business, particularly the corporation, and legislation governing corporations.
Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $62.40
September 11 to October 2 • **LAW 800**

Commercial Law

Prerequisite: Grade 12 English
Covers the fundamentals of Canadian commercial law that are particularly relevant to management accountants. The course is also helpful for accounting students seeking a professional designation (C.M.A.) who want to earn an exemption in this subject.
Text: The Law and Business Administration in Canada, latest edition.
Wed. 6 to 9 p.m. and
Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $5.00 and purchase of text.
September 20 to November 29 • **LAW 200X**

Secretarial Practice

Office Procedures

Prerequisite: Grade 12 English and typing 45 wpm. (Proof to be supplied upon registration.)
Today's office, business or professional, is in a state of change. In this course, attention is given to what the office worker does and the way in which office activities are accomplished. Basic topics such as human relation skills, filing, telephone data communications, dictation and the automated office are discussed.
Text: Procedures for the Modern Office: An In-Basket Approach
Saturday 9 a.m. to 4 p.m. St. James Campus
60 hours Fee: $101.00 Material Fee $15.00
September 23 to December 2 • **OP 900**

Dictation/Transcription/ Proofreading

Prerequisite: Grade 12 English and typing 45 wpm. (Proof to be supplied upon registration.) This course provides the student with the skills to dictate, transcribe and proofread effectively.
Topics include: operation of a dictation/transcription machine; preparation of text for dictation; transcription of a variety of letter styles, memoranda and reports; and dictation without a prepared text.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus 50 hours Fee: $85.00 Material Fee: $15.00
September 18 to November 27 • **DIC 900**

Records and Information Management I

At the end of the course the student will be able to demonstrate a general knowledge of the different areas covered by records management, understand basic records management concepts and the need for organization wide records and information management programs.
This knowledge will be demonstrated through the preparation of a term paper, using a management report format, on a specific organization's need for a comprehensive records management program.
Text: Information and Records Management 3rd Ed.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
Materials: $15.00 and purchase of text.
September 13 to December 13 • **RM 900A**

Records and Information Management II

Prerequisite: RM 900A — Introduction to Records Management RM I.
This course is a continuation of Records & Information Management I. This course emphasizes the professional and managerial skills required to establish or administer a records management program. Also, this course provides a basic understanding of electronic information management systems and discusses their potential to meet an organization's total informational needs.
Text: Information and Records Management 3rd Ed.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
Materials: $15.00 and purchase of text.
September 13 to December 13 • **RM 901**

Bookkeeping

Bookkeeping I

Develops a working knowledge of basic bookkeeping concepts and procedures. Students can use this course to gain employment in the field or as the basis for a more advanced study of accounting. Topics include: analyzing business transactions, for service and merchandising concerns, affecting asset, liability, and owner equity accounts, as well as revenue and expense accounts; recording business transactions in a variety of journals; posting, preparing trial balances, worksheets, adjustments and closing entries, and financial statements. In addition, payroll preparation and bank reconciliations are covered.
Text: Fundamental Accounting Principles. Larson, Pyle, et al, 5th Canadian Edition, plus workbook.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 and purchase of text.
September 12 to December 12 • **BOK 552A**

Bookkeeping II

Prerequisite: Bookkeeping I.
This course provides advanced study of bookkeeping systems to provide students with a greater understanding of current bookeeping procedures used in accounting for: credit sales and accounts receivable; inventories; operational assets; current and long-term liabilities; owner equity accounts for partnerships and corporations; manufacturing concerns; and departmental operations. Financial statement analytical techniques will also be introduced.
Text: Fundamental Accounting Principles. Larson, Pyle, et al, 5th Canadian Edition, plus workbook.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 and purchase of text.
September 14 to December 14 • **BOK 552XB**

WordPerfect Applications for Bookkeepers

Prerequisite: Grade 12 English or equivalent and keyboarding for 25 w.p.m.
Students will be able to: use WordPerfect features to create and save formatted, multipage documents; edit texts according to current business specifications; print documents; move and copy text; set up formatted accounting data and use merge functions to link documents together. Text: Mastering WordPerfect 5.0.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 and purchase of text.
September 20 to November 22 • **BOK 901**

Computer Applications for Bookkeepers

Prerequisite: BOK 552A and BOK 901 or equivalent.
Students will be able to: create, save, and print worksheets; use Lotus 1-2-3 features to help analyze typical bookkeeping applications; use look-up tables for indexing; graphically represent solutions to business problems; use the data management functions; use the ACCPAC General Ledger and Financial Reporting system to create and maintain a general ledger; enter daily transactions; and produce reports including transaction journals and trial balances.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00
September 18 to November 27 • **BOK 902**

Institute of Law Clerks

Real Estate

Prerequisite: recommended Grade 12.
As this course is part of a program leading to a certificate with the Institute of Law Clerks, it is advised that those without some legal background may have initial difficulty handling the concepts. This first-year course provides a general introduction to the management of a real estate transaction including title-searching, a review of relevant legislation, and the preparation of all documentation necessary to accomplish the same and adequately train the student.
Recommended Text: Real Estate Practice in Ontario, 3rd edition, D.J. Donahue and P.D. Quinn (Butterworths).
Tues., Wed. or Thurs. 6:30 to 9 p.m. St. James Campus
40 hours Fee: $136.00 Material Fee: $10.00
Examination Fee: $35.00 (to be collected in class)
September 5, 6 or 7 to December 19, 20 or 21
• **LAW 804**

Litigation

Prerequisite: recommended Grade 12.
This second-year course provides a thorough review of the rules of civil procedure, together with a general review of torts, contracts, divorce law, construction liens, bankruptcy and other civil actions. Required Text: Bar Admission Litigation Tues., Wed. or Thurs. 6 to 8:30 p.m.
St. James Campus
60 hours Fee: $171.40 Material Fee: $10.00
Examination Fee: $35.00 (to be collected in class) plus purchase of text. *(to be arranged)*
September 5, 6 or 7 to February 20, 21 or 22
• **LAW 802**

Canadian Credit Union Institute (CCUI)

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.

Complete details on this program may be obtained from:

Credit Union Central of Ontario, 180 Duncan Mill Road, Don Mills, Ontario M3B 3K3, (416) 441-2900

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The Program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

Equivalency Course List

CCUI	Course Number	George Brown
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows' Designation		
Business Strategy		N/A
Co-operative Studies		Available only through CCUI
Plus 2 approved options		

Approved Options

Business – General		
Business Law	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
	LAW 200	Commercial Law
Management of Financial Resources		
Management Accounting	ACC 202X	Cost Accounting I
Management Information Systems	EDP800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906	People Management: Tools & Techniques (half-credit)
	OMDP 907	Effective Supervision: Human Relations (half-credit)
Organizational Behaviour	PSY 908	Psychology in the workplace (See Liberal Studies)
Communications	OMDP 942	Effective Supervision — Communications (half-credit)
Marketing		
Consumer Behaviour	MARK 906	Consumer Behaviour
	MARK 904	Introduction to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Introduction to Computer Programming

Records Management

Microfilm for Your Business

An introduction to producing, duplicating and using various microforms, roll, jacket, microfiche and aperture cards. Learn to prepare a cost/benefit study, and how to select the right equipment for the job. Other topics include: computer output microfilm (com), roll microfilm, unit microform, engineering drawings, micropublishing, film processing, quality control, and the types of equipment available.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 12 to December 12 • **MICR 900**

Forms Management

How to set-up and run a comprehensive forms management program. Suitable for career improvement in the field or for those who want a greater understanding of forms management as one element of a total records management program.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $10.00.
September 14 to December 14 • **RM 902**

Manuals Management

This course provides the participant with specific knowledge in the planning, writing and maintenance of policy and procedure manuals. Among others, the following key topics will be studied: writing styles, writing layouts, organization of manuals, product procedures and distribution and maintenance procedures.
Text: Creating Effective Manuals
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 and purchase of text.
September 13 to December 13 • **RM 903**

Procedural Analysis

This course provides the student with the knowledge to plan and conduct a study of paperflow systems through lectures and practical exercises. This course satisfies the needs of those required to apply the concept of analysis to forms, procedures, methods or manual systems. The course benefits students seeking careers in the forms management, records management or systems professions.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $10.00
September 12 to December 12 • **FORM 900**

Forms Design

This course introduces the student to the principles and contemporary design standards necessary for effective business forms. Lectures and exercises provide the student with a practical background in all aspects of business forms, from development through production. Topics include: principles of design, forms processing, design standards, typography, visual aids, copy marking and specification writing, paper standards and manufacturing, and technological changes.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $10.00
September 13 to December 13 • **FORM 901**

Advanced Forms Design

Prerequisite: FORM 901 — Forms Design.
Learn to design more complex unit sets, continuous forms and specialty forms. Other topics include: specifications writing for complex forms, high speed printer evaluation, MICR and OCR encoding, and new design technologies. Lectures are supplemented by practical class exercises and homework assignments.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **FORM 902**

Business Procedures

Advanced Procedural Analysis

An advanced study of business systems, including: fact finding, flowcharting, problem solving, selling ideas and report writing. Lectures, practical exercises and case studies are used to present material.
Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $117.30
September 11 to December 18 • **FORM 903**

Archival Practices

Archival Practices

Learn basic archival practices and examine the nature of archives. The relationship of archival practices to library practices and records management procedures is discussed. Other topics include: acquisitions, appraisal and accessioning, arrangement and description, cataloguing and indexing systems, reference, security and access, and conservation.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $97.60 Materials: $25.00
September 14 to December 14 • **BUS 800**

The Care of Records (Conservation Techniques)

Prerequisite: BUS 800 — Introduction to Archival Practices or permission of the Toronto Area Archivist Group coordinator. This must be when you register.
Develops a working knowledge of common conservation techniques, especially those which require no professional assistance or special equipment. All records storage formats are discussed, including: paper, photographic, micrographic, video, audio, and other machine readable media. Other topics include: testing, fumigation, removal of old repairs, cleaning, de-acidification, encapsulation, folder making, document repair and reinforcement.
Wed. 6:00 to 9:00 p.m. St. James Campus
42 hours Fee: $102.80 Materials: $50.00
September 13 to December 13 • **BUS 833**

Marketing

Marketing

A study of basic marketing concepts and practices as they relate to the consumer. Topics include: marketing terminology, controllable and non-controllable variables, and identification of the target market by demographic and geographic segmentation.
Text: Marketing
NOTE: It is recommended that you read the first two chapters of the text prior to the course start date.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $85.00 and purchase of text.
See equivalency for CCUI, page 36.
September 18 to November 27 • **MARK 100X**

Introduction to Advertising

Discover how to use the components of advertising (headline, layout, illustration and copy) for maximum results. Learn to select the right advertising message, identify your target audience, and what medium (television, radio or print) to use.
Text: Canadian Advertising in Action
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 and purchase of text.
See equivalency for CCUI, page 36.
September 13 to December 13 • **MARK 904**

Introduction to Retail Management

For retail professionals wanting to upgrade their skills or aspiring retail managers, this introductory course helps identify and solve common problems in the industry. Students are encouraged to use their own business as a case study. Topics include: planning, budgeting, inventory control, merchandising, cost control, security, personnel, advertising and promotion.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $97.60 Materials: $10.00
September 14 to December 14 • **MARK 905**

Marketing Management I

Prerequisites: MARK 100X and MARK 202X.
Expands on information from previous courses, comparing various marketing strategies and how they relate to product and price. A text, case studies and student project are used to introduce material.
Text: Canadian Marketing Cases and Concepts
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20 and purchase of text.
September 13 to December 13 • **MARK 205X**

Product Planning and Pricing Policy

Prerequisite: MARK 100X and MARK 202X.
This course is designed to provide the student with an in-depth study of product pricing policies and strategies. Topics include: identification of pertinent factors regarding the product; how to communicate plans of action in oral and written form; and the development of a comprehensive marketing plan for the introduction of a new product.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $85.00 plus purchase of text.
September 26 to November 30 • **MARK 200X**

Industrial Marketing

Gives students an understanding of marketing in the industrial sphere and shows them how to effectively market industrial products.
Text: Industrial Marketing Management .
Thurs. 6:15 to 9:15 p.m. St. James Campus
42 hours Fee: $72.20 and purchase of text.
September 14 to December 14 • **MARK 903**

Marketing Law

Familiarizes students with the fundamentals of Canadian marketing law and the applicable statutes.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **LAW 900**

Municipal Administration

Introduction to Local Government

Prerequisite: designed for Clerks, Treasurers and other municipal administration staff.
This course describes and analyses the local government system in Ontario as it has evolved from its historical origins through various pressures and adaptations, to the present structure. It outlines the broader framework within which local government must operate. Topics include: the Nature of Local Government; the Myth and the Reality; the Present Local Government Structure in Ontario; the Senior Levels of Government; the Municipality in the Federal System; the Financial Basis of Municipal Government.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $88.20
September 20 to November 22 • **MUN 900**

The Municipal Administrative Structure

Prerequisite: designed for Clerks, Treasurers and other municipal administration staff.
This course begins by examining the nature of municipal administration in comparison to the operations of public administration at the two senior levels, and gives particular attention to the democratic, political nature of local government. It examines the basic machinery of municipal government and the general roles and relationships of councillors and staff. It then considers the effects of the pressure of change on this machinery. Topics include: Politics in Local Government; Introduction to Municipal Administration; the Machinery of Municipal Government; the Machinery Under Stress; Beyond the Machinery.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $88.20
September 21 to November 23 • **MUN 901**

Purchasing Management Association of Canada (P.M.A.C.)

P.M.A.C.'s Professional Development Program is designed to help students improve their skills in purchasing. The three "Principles" courses are just the first step in obtaining credits towards your Professional Purchaser designation from the Association. For further information on the Professional Development Program, contact the National Office of P.M.A.C. at 2 Carlton Street, Suite 815, Toronto, Ontario M5B 1J3, (416) 977-7111.

Principles of Inventory and Operations Control

Prerequisites: Grade 12 Math and BUS 909 — Principles of Buying recommended.
An introduction to inventory control as it applies to a wide range of organizations, including: public and non-profit services, distributors, end-users, processors and manufacturers. Topics include: management of inventories, inventory functions and classification, replenishment strategies, order quantities, order points, safety stocks, demand forecasting, strategies to reduce inventories (MRP and just-in-time), capacity management, scheduling and project management. This course is recognized by the P.M.A.C.
Text: Operations Management: Productivity and Quality, 2nd Edition.
No refund on materials after course start date.
Thurs. 6 to 9 p.m. St. James Campus
45 hours Fee: $209.90 including materials fee, plus purchase of text.
September 7 to December 14 • **BUS 908**

Principles of Buying

Designed for anyone in industrial, commercial, institutional or government buying. Newcomers to the purchasing field or experienced professionals who have not taken any work-related courses benefit from this course. Topics include: supplier selection, negotiation, taxes, legal aspects of purchasing, considerations of price, quantity, inventory and quality. Lectures, case studies and group discussions are used to present material and students are expected to participate. This course is recognized by the P.M.A.C.
Text: Purchasing and Materials Management, 8th edition, Leender et al.
No refund on materials after course start date.
Mon. 6 to 9 p.m. St. James Campus
60 hours Fee: $285.80 including materials fee, plus purchase of text.
September 11 to February 12 • **BUS 909**

Industrial Purchasing

Covers the basic purchasing techniques used in modern businesses. Topics include: locating and negotiating with suppliers, pricing, quality control, timing, cost analysis and control, make or buy decisions, planning and organization.
Text: Purchasing & Materials Management Text & Cases, latest edition (Dobler, Lee & Burt).
Tues. 6 to 9:00 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $5.00 and purchase of text
September 19 to December 19 • **PD 204X**

Physical Distribution

Introduction to Physical Distribution

An introduction to all components of a full physical distribution system and its importance to a modern business. Topics include: handling materials, purchasing, warehousing, transportation and inventory control.
Text: The Management of Business Logistics, latest edition.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $5.00 and purchase of text.
September 20 to December 20 • **PD100X**

Warehouse Management

Provides a complete overview of the operation of a modern warehouse.
Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $5.00 and purchase of text.
September 11 to December 18 • **PD 103X**

Workshops

How to Open an Art Gallery

This workshop focuses on financial requirements, gallery locations, financing artists and developing clients.
Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $57.20
October 14 • **BUS 837**

Importing Seminar

An opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels.
Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $100.00
September 23 or October 28 • **BUS 919**

How to Successfully Import From the Far East

In this seminar you'll learn how to successfully import from the Far East. It covers the major exporting countries, what types of products to import, sourcing goods, quality control, cultural considerations and negotiations.
Lawrence Kokotow is a Far East trade specialist with over a decade of hands-on experience in the Orient.
Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $59.30
November 4 • **BUS 834**

How To Start a Small Business

This seminar is intended to help people interested in starting their own business. You are provided with a general orientation that points out the main considerations for success.
Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $100.00
October 14 • **BUS 812**

Discover Bed & Breakfast

This one-day workshop is designed for actual or potential "B&B" hosts. The general objective of this guest-home management workshop is to provide a comprehensive body of knowledge on the requirements, practices and recommended procedures for converting your home into a fascinating and profitable small business endeavour. The workshop has been designed and developed by successful Bed and Breakfast operators in southern Ontario, and it is their expertise and invaluable practical experience as small innkeepers that make this course a must.
Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $104.00
October 14 • **BUS 831**

Workshops: Skills for the Workplace Level I

This course covers the following topics in a workshop format: assessing personal skill levels; correctly interpreting "want ads"; how to land the job; and how to keep it; how to communicate effectively with co-workers and supervisors; effective methods of communication.
Sat. 10 a.m. to 1 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $10.00
September 16 to November 18 • **BUS 923**

Courses for the Service Industry

Basic Human Relations Skills for the Service Industry: Part I

This one-day seminar zeros in on the art of communication – with your customers and with your fellow workers. You will learn how to deal with difficult customers and cope effectively with rush periods.
Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee; $88.40 Materials: $10.00
September 9 • **SIND 901**

Basic Human Relations Skills for the Service Industry: Part II

Prerequisite: SIND 901
This very basic course covers service methods for front-line service personnel. It will enable participants to handle their day-to-day duties in a more effective and efficient manner.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $197.40 plus purchase of text
September 20 to December 20 • **SIND 902**

Effective Management Techniques for the Service Industry

Recommended Prerequisite: SIND 901 and 902
This course covers advanced service methods and staff management techniques. Counselling, motivating and training staff is also covered.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $197.40 plus text.
September 21 to December 21 • **SIND 903**

Personal Taxation

Basic Taxation

An introduction to personal income tax procedures, small business taxation and other basic tax issues. Tax planning and current topics in the field will also be discussed.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $90.00 plus purchase of text
September 14 to November 16 • **ACC 906**

Intermediate Taxation

Prerequisite: Basic Taxation
This course will involve a more in-depth discussion of tax topics that were covered in the Basic Course. Topics covered are: capital gains, capital cost allowance, commodity taxes, appeals and penalties, etc.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $90.00 plus purchase of text
January 18 to March 22 • **ACC 907**

Insurance Courses leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $40.00 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $30.

NOTE: Register for exams during the first class.

REGISTRATION DEADLINES:
Courses: September 8, 1989
Examinations: October 16, 1989
Institute Exams: December 4-8, 1989

Principles and Practice of Insurance

An overview of the insurance business. Topics covered include: the organization and operation of insurance, basic legal documents and applications of the law, binders and policies, how to read a policy from application to expiry, reinsurance, federal and provincial controls, production of business, adjusters, underwriters' associations or boards, and a history of insurance.
Note: This course is a prerequisite for any other A.I.I.C. subject.
Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $93.40 plus purchase of text.
September 11 to December 4
October 21 to November 25 • **INS 911**

Note: Students taking the Sat. Oct. 21 class must register for their Institute Exams before October 16, 1989 or pay a late registration fee.

Insurance on Property I

Recommended prerequisite: INS 911 — Principles and Practice of Insurance.
Topics covered include: basic fire insurance, extended coverage endorsement, fire insurance provisions in the Insurance Act, fire statutory conditions, concepts relating to property insurance, co-insurance and mortgage clauses, fire insurance coverage for dwellings, dwelling extended coverage endorsement, introduction to and general features of inland marine and multi-peril insurance and forms, underwriting these forms, householder's named perils, personal effects floater, fine arts policy, miscellaneous coverages, composite dwelling policy, homeowner's policy, tenant's package policy, cooperatives and condominiums.
Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 13 to November 29 • **INS 916**

Claims I

Recommended prerequisite:
INS 911, INS 912, INS 913, INS 914.
An introduction to insurance claims, covering the following subjects: the independent adjuster, the insurer's claims department, the contract, the policy, investigation and settlement, the adjuster's role, first party claims for automobile, property and commercial property, third party claims, documentation, property claims, and aids to implementing adjustment.
Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 11 to December 4 • **INS 917**

Bodily Injury Claims

Recommended prerequisite:
INS 911, INS 917, INS 946.
A discussion of the evaluation, negotiation and settlement of bodily injury claims, including: investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, and rehabilitation.
Thurs. 5:30 to 8:30 p.m. (Fall only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 14 to November 30 • **INS 932**

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 14 to November 30 • **INS 913**

Automobile Insurance *New*

Recommended prerequisite: INS 911 —Principles and Practice of Insurance.
Begins with an introduction to the field and a look at applications in general. Further topics include: applications for owner's form (S.P.F.I.); owner's form section A — third party liability; owner's form section B — accident benefits coverage; owner's form section C — own damage, general provisions, definitions, exclusions, automobile insurance law and statutory conditions, endorsements which may be used with owner's form, non-owned liability insurance, garage coverages, variations in automobile insurance between provinces, financial responsibility laws, highway victims indemnity funds, absolute liability, filing proof of financial responsibility, facility, compensation without fault, rating and claims.
Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 12 to November 28
October 21 to November 25 • **INS 914**

Note: Students taking the Sat. Oct. 21 class must register for their Institute Exams before October 16, 1989 or pay a late registration fee.

Insurance Accounts and Finance

This is the mandatory last course in the A.I.I.C. program. Topics covered include: government control of insurance companies, general principles of bookkeeping and insurance accounts, systems and methods, interrelationship of accounting and statistical departments, books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and the balance sheet, premium and loss reserves, collection and credit, agents' accounts, reinsurance accounts, statistics, taxation of general insurance companies, and investments.
Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 13 to November 29 • **INS 916**

Claims I

Recommended prerequisite:
INS 911, INS 912, INS 913, INS 914.
An introduction to insurance claims, covering the following subjects: the independent adjuster, the insurer's claims department, the contract, the policy, investigation and settlement, the adjuster's role, first party claims for automobile, property and commercial property, third party claims, documentation, property claims, and aids to implementing adjustment.
Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 11 to December 4 • **INS 917**

Bodily Injury Claims

Recommended prerequisite:
INS 911, INS 917, INS 946.
A discussion of the evaluation, negotiation and settlement of bodily injury claims, including: investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, and rehabilitation.
Thurs. 5:30 to 8:30 p.m. (Fall only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 14 to November 30 • **INS 932**

Insurance on Property II

Recommended prerequisites:
INS 911 and INS 912.
Topics include: business fire coverage, extended coverage endorsements, E.C.K.L.J. rating, fundamental principles and purposes of underwriting, the mechanics of underwriting, insurance plans, plan drawing, mercantile and commercial coverages designed for special purposes, bailees, coverages, real property insurance, basic fire policy, and survey practice.
Mon. 5:30 to 8:30 p.m. (Fall only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 11 to December 4 • **INS 933**

Insurance Against Crime

Recommended prerequisite: INS 911 — Principles and Practices of Insurance.
Topics include: definitions, policy conditions; robbery, burglary and theft insurance; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket and liability insurance); fidelity, forgery; package policies — comprehensive, dishonesty, disappearance and destruction policies; office — store burglary and robbery, storekeepers' broad form, brokers' blanket bonds, physical protection, underwriting, rating and claims.
Tues. 5:30 to 8:30 p.m. (Fall and Spring only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 12 to November 28 • **INS 935**

Casualty Loss Prevention

Recommended prerequisites:
INS 911, INS 913, INS 935.
Introduction to owners', landlords' and tenants' liability, crime, and burglar alarm systems. Specific topics include: inspections, exit requirements, swimming pools, schools, day nurseries, school camps, and elevator liability, manufacturers' and contractors' liability, fidelity bonds, crime inspections, physical protection, burglar alarm equipment and wiring methods, choice of alarm system, safes and vaults, and robbery.
Tues. 5:30 to 8:30 p.m. (Fall only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 12 to November 28 • **INS 938**

Business Interruption

Recommended prerequisites:
INS 911, INS 912.
Topics include: purpose, terminology, insured perils, policy period and indemnity period, American vs. British approach, insurable interest, earnings insurance, co-insurance, gross earnings and profits insurance, other types, practical points and loss adjustment.
Mon. 5:30 to 8:30 p.m. (Fall and Spring only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 11 to December 4 • **INS 940**

George Brown College at

Castle Frank High School

George Brown College, in co-operation with Castle Frank High School, located at 711 Bloor St. E., offers the following courses. **Register in person at Castle Frank School,**
Monday, September 25, 6 - 9 p.m. and Tuesday, September 26, 6 - 8 p.m.
For more information call Castle Frank High School at 393-1580.

The ABCs of Selling
Tues. 3 to 5 p.m. (Fall only)
October 3 to December 5
• **OMDP 923**
*for course description see page 00.

Effective Supervision – Human Relations
Mon. or Wed. 6:30 to 9:30 p.m.
October 2 to December 11
or October 4 to December 13
Thurs. 4 to 7 p.m.
October 5 to December 14
• **OMDP 907**
*for course description see page 44.

How to Start a Small Business
Mon. or Wed. 6:30 to 9:30 p.m.
October 2 to December 11
or October 4 to December 13
Tues. 4 to 7 p.m.
October 3 to December 5
Wed. 4 to 6:30 p.m. (11 weeks)
October 4 to December 13
• **OMDP 914**
*for course description see page 38.

Microcomputers in Business
Mon. and Wed. 6:30 to 9:30 p.m.
October 2 to November 13 • **EDP 800**
*for course description see page 21.

Ontario Business Law I
Wed. 6:30 to 9:30 p.m.
October 4 to December 13 • **OMDP 902A**
*for course description see page 44.

Bookkeeping – An Introduction to Accounting
Thurs. 6:30 to 9:30 p.m.
October 5 to December 14 • **OMDP 953**
*for course description see page 44.

How to Operate a Successful Retail Store
Thurs. 6:30 to 9:30 p.m.
October 5 to December 14 • **OMDP 948**
*for course description see page 44.

Effective Supervision – Communications
Tues. 6:30 to 9:30 p.m. (Fall only)
October 3 to December 5 • **OMDP 942**
*for course description see page 44.

Management by Objectives and Results
Tues. 6:30 to 9:30 p.m.
October 3 to December 5 • **OMDP 930**
*for course description see page 44.

Keyboarding – Speed Development for Word Processing
Tues. & Thurs. 6:30 to 9:30 p.m.
October 3 to November 2
November 8 to December 8

Note:
There is an additional cost for text and study material for each of the courses held at Castle Frank High School.

Casualty Covers

Recommended prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: glass insurance, surety bonds, boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; aviation insurance — aircraft liability insurance, underwriting, rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and worker's compensation, aviation accident insurance, air cargo liability insurance, miscellaneous coverages — water damage, weather, crop, hail, livestock mortality, and commercial credit insurance.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 14 to November 30 • **INS 943**

Claims II

Recommended prerequisites:
INS 911, INS 933.
Topics covered include: principles governing settlement, preserving the evidence, general liability claims, professional and products liability claims, fidelity bond and surety bond claims, claims evaluation, negotiating a settlement, claim termination and civil procedure.
Thurs. 5:30 to 8:30 p.m. (Fall only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 14 to November 30 • **INS 946**

Personal Lines Production

Recommended prerequisite: INS 911 — Principles and Practice of Insurance.
A basic overview of the insurance business. Topics include: an introduction to sales, individual selling skills, legal background, federal and provincial jurisdiction, tort, agency and contract law, home, automobile and life insurance.
Thurs. 5:30 to 8:30 p.m. (Fall only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 14 to November 30 • **INS 971**

General Insurance Essentials — Part I

This first section deals with structures of the industry, office procedures and automobile insurance. The course is designed for people in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.
Thurs. 5:30 to 8:30 p.m. (Fall only)
St. James Campus
36 hours Fee: $93.40 plus purchase of text
September 14 to November 30 • **INS 981**

Basic Broker Registration (General Lines Insurance)

Intended for those preparing for broker registration in RIBO (acting under supervision). Successful completion of this course and the qualifying examination can open up a rewarding career. This level of examination does not entitle the candidates to open their own broker firm. A good working knowledge of the English language is required. Instructors are drawn from among leading brokers. Emphasis on principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines. This course is equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance in Toronto.
NOTE: No refund on materials after the course start date.
Mon. and Wed. 6 to 9 p.m. St. James Campus
72 hours Fee: $161.00 Materials: $150.00
RIBO Examination Fee: $100.00 — submit during first class.
September 11 to December 4 • **INS 944**

Life and Accident & Sickness Licensing

New

This course is based on the study of manuals published by the Life Underwriters' Association of Canada plus other study aids unique to this course. All instructors used in this course are experienced in the field of Life Insurance training.
Upon completion of the course students will be prepared to write the two qualifying exams in Life and Accident & Sickness set by the Provincial Government.
Tues. 6 to 9 p.m. St. James Campus
36 hours Fee: $355.00
September 12 to November 28 • **INS 983**

Typing

Basic Keyboarding I

Designed for those with no or almost no previous knowledge of typing. After a thorough introduction to the keyboard, time is spent on drills to increase speed and accuracy. A speed of 20 to 25 w.p.m. is the desired goal.
Text: Typing Power Drills.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. or Sat. 10 a.m. to 1 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $5.00 and purchase of text.
September 18 or 19 to November 27 or 23
September 16 to February 17 • **KB 100X**

Typewriting I (Beginning)

Prerequisite: Basic knowledge of English.
Emphasizes mastery of the touch system and basic typewriting set-ups with a goal of 25 w.p.m. on five-minute tests. Topics include: elements of the touch system — posture, good stroking, rhythm, and correct fingering, parts of the typewriter, and the rules of syllabication, capitalization, tabulation and letters.
Texts: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. or Sat. 10 a.m. to 1 p.m.
St. James Campus
60 hours Fee: $101.00 Materials: $5.00 and purchase of texts.
September 18 or 19 to November 27 or 23
September 16 to February 17 • **TYP 901**

Typewriting II (Intermediate)

Prerequisite: 25 w.p.m. typing or TYP 901 — Typewriting I (Beginning). (Proof to be supplied upon registration.)
Develop speed with a goal of 35 w.p.m. or better while learning basic production skills, such as centering and tabulation.
Texts: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills.
Mon. and Wed. 6 to 9 p.m.
St. James Campus
60 hours Fee: $101.00 Materials: $5.00 and purchase of texts.
September 18 to November 27 • **TYP 903**

Typewriting III (Advanced)

Prerequisite: 35 w.p.m. or TYP 903 — Typewriting II (Intermediate). (Proof to be supplied upon registration.)
Learn more advanced typewriting set-ups while further developing speed, with the goal of 50 w.p.m. Topics include: tabulation tables, financial statements, centering of menus, programs, announcements, business letters — different styles, placement, carbon copies and envelopes, essential business forms, erasures and corrections, squeezing and spreading, dicta typing and office simulation.
Text: Typing Power Drills
Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $10.00 and purchase of text.
September 19 to November 23 • **TYP 905**

Word Processing

Word Processing Concepts

An introduction to the use of word processing and the different types of systems and equipment available. This course does not include hands-on experience.
Text: Word Processing and Information Systems.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 and purchase of text.
September 14 to November 16 • **WORD 113X**

Shorthand

Forkner Shorthand

Prerequisite: Grade 12 English.
Learn a variety of speed forcing techniques with the emphasis on English and transcription skills. Text: Forkner Shorthand for Colleges and Forkner Skill Builder
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
70 hours Fee: $117.00 plus purchase of texts.
September 12 to December 14 • **SH 104X**

Medical Secretarial

Medical Office Practice I

Prerequisites: Grade 12 English and 45 w.p.m. typing. Proof required when registering.
Become familiar with the daily routine of working in a doctor's office through extensive simulations of an actual office environment.
Text: Office Practice for Canadian Medical Secretaries and Tabers Medical Dictionary.
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $5.00 and purchase of texts.
September 25 to December 4 • **BUS 176X**

Medical Terminology — Part I

Prerequisite: Grade 12 English and typing speed of 45 wpm.
Upon successful completion of this course, the student is able to recognize (written and verbal) and explain the meaning of medical terminology as it occurs in the medical environment. Literacy is accomplished through a thorough knowledge of the formation of medical terms including suffixes, prefixes and combining forms as well as abbreviations and surgical and diagnostic terms relating to the body systems studied.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $85.00 plus purchase of text
September 26 to November 30 • **BUS 171X**

Machine Transcription — Part I (Medical)

Prerequisite: Grade 12 English and typing speed of 45 wpm.
This course is an introduction to machine transcription with an emphasis on applications in the medical environment. Upon successful completion of this course the student is able to exhibit proficiency in the operation of various transcription units. The development of listening skills and the ability to understand and follow dictated material as well as proofreading and editing skills is emphasized. The student also becomes familiar with common office correspondence and various medical documents.
Texts: Medical Typing and Transcription and Tabers Medical Dictionary.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $85.00 plus purchase of texts
September 19 to November 23 • **BUS 166X**

Legal Secretarial

Legal Office Procedures — Part I

Prerequisites: Grade 12 English and 45 w.p.m. typing. Proof required when registering. To arrange for a typing test, please call 867-2162.
Learn the varied duties involved in running a legal office and further develop typing skills. Emphasis is placed on the understanding and accurate preparation of the correspondence and up-to-date documents involved in the various facets of law.
Text: Legal Office Procedures.
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $10.00 and purchase of text
September 11 to November 20 • **OP 206X**

Court Reporting — Stenograph Machine Shorthand Speed Development

Prerequisite: Minimum speed of 80 w.p.m. on stenographic machine.
Note: Students must provide their own machine. This course is designed to increase machine speed. Methods used are drills, read-back and dictation. Technique and accuracy are emphasized. Computer Aided Transcription is used.
Wed. 6 to 9 p.m. and Sat. 9 a.m. to 1 p.m.
St. James Campus
112 hours Fee: $184.20 plus purchase of text and supplies
September 13 to January 17 • **SHM 121XA**

The Legal Secretary — Real Estate

Prerequisite: Experience as a secretary.
Become a more efficient assistant to a solicitor by learning to handle simple real estate transactions on your own, including purchase, sale and institutional mortgages. As you become more familiar with the procedures, you learn to recognize the next step in the process without prompting. Start and maintain a precedent binder and a checklist of transaction procedures. You are encouraged to use your firm's forms for precedents.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $10.00
September 27 to November 29 • **BUS 816**

The Legal Secretary — Corporate

Prerequisite: Experience in a legal office or legal secretary course.
Shows you how to handle the administrative details of incorporating in Ontario and the subsequent organizing of the company. Topics include: documents required to incorporate, drafting articles of incorporation, initial banking documents, agreement between shareholders, how to remove directors, and how to register out-of-province companies.
Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $66.60 Material Fee: $20.00
October 23 to November 13 • **BUS 920**

Metro Labour

Education and Skills Training Centre

What is the Centre?
The Centre is a project of the Labour Council of Metropolitan Toronto. We run a variety of programs for union members and workers throughout the city, including Skills Training (special programs for unemployed workers): English at the Workplace/ESL; Adult Basic Education Literacy/Numeracy; Labour Studies.

Certificate in Labour Studies
The courses in this program cover a wide range of issues of concern to trade union members. All courses are 30 hours long and are run once a week for 10 weeks or on weekends throughout the Fall, Winter and Spring. Upon completion of 8 courses participants receive a Certificate in Labour Studies.

Who are our instructors?
Our instructors are active unionists and are trained to teach in a learner-centered approach with active involvement by participants.

Where are our courses held?
Our programs are run in easily accessible union halls throughout the city as well as at our new downtown location. We try to meet the needs of workers in every area of Toronto.

Are these credit courses?
Yes. Participants receive a certificate in Labour Studies from George Brown College upon completion of 24 credits (each 30-hour course is worth three credits).

The following courses are offered in the Fall 1989
- Labour Law
- Health & Safety 1
- Health & Safety 2
- Arbitration
- Collective Bargaining
- Workers Compensation 2
- Pay Equity
- Employment Equity and Labour Strategies
- Instructional Techniques
- Harassment, A Union Issue
- Occupational Stress
- Labour Music
- Modes of Production
- Research Techniques
- Women in Action for Change
- News Media
- Computer Awareness
- Labour and Politics

Cost per course: $60.00

The Centre is also involved in:
- organizing conferences or seminars.
- designing special programs for immigrant workers and visible minorities.
- developing special education programs for specific unions.

Whatever the educational needs of workers, we will try to serve them as best we can.
Participate in our labour education programs!

For further information or to register contact:
Metro Labour Education & Skills Training Centre
954 King Street, West - Main floor
Toronto, Ontario M6K 1E5
Telephone: 971-5893

Legal Secretary — Estates

Prerequisite: Experience in a legal office or legal secretary course.
Prepares you to act autonomously in dealing with the probate or administration of a straight-forward undisputed estate settlement. Topics include: terminology, the secretary's role in completing estates, completing and filing documents, definition of administration bond, liquidating or transferring estate assets, and winding up an estate.
Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $66.55 Materials: $20.00
September 11 to October 2 • **BUS 921**

Professional Retailing

Professional Selling Skills

Students will demonstrate professional selling skills and management in a retail environment.
Topics include: sales careers; image, approaching customers, overcoming objections, closing the sale, clientele development, communication tips, dramatic salesmanship, sales objectives and incentives. Text: Creative Selling Skills
Tues. and Thurs. 6 to 9 p.m. St. James Campus
48 hours Fee: $81.80
September 19 to November 9 • **SEL 100X**

Buying and Inventory Management

Students will acquire a basic knowledge of buying for the retail industry. Topics covered will include: determining what to buy, how much to buy, and where to buy it. In addition, students will acquire a knowledge of inventory control for the retail industry. Topics covered include: materials management, inventory planning and ordering and inventory control. Text: Merchandise Buying: A Practical Guide.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
48 hours Fee: $81.80
September 19 to November 9 • **BUY 101X**

Marketing I

In this introductory course students will learn modern marketing functions. Topics covered include: marketing environment, market planning, market research, consumer behaviour, product, price, distribution and promotion strategies.
Text: Marketing
Mon. & Wed. 6 to 9 p.m. St. James Campus
48 hours Fee: $81.80
September 18 to November 13 • **MARK 106X**

Sales

Appliance Sales

This course provides training for those interested in a sales career. Good salespersons are made, not born. Topics include product knowledge; psychology of selling; selling styles and basic business issues related to selling.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $20.00
September 13 to November 15 • **SEL 901**

Ontario Management Development Program designed for

Owners, Managers, Supervisors & Entrepreneurs

Registration is limited; enrol early.

Ontario Management Development Program (OMDP) courses:
- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Skills Development, to recognize your achievement on completion of basic programs.

Coordinated by the Ministry of Skills Development in cooperation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank.
Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners. Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 867-2165.

Note: Course credits may not be used for more than one certificate. There is an additional cost for study material required for each Ontario Management Development Course. For some courses, a text may be required. Most of these items can be purchased at the College bookstore and are required for your first class.

For the following courses, OMDP 900; OMDP 955; OMDP 956; OMDP 957; course kits are included in the materials fee and will be distributed in class. This portion of the materials fee is non-refundable. Where required, purchase course kit prior to first class.

Business Management Studies
Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses.

Group A: Business Management/ General
OMDP 922 Management for Results (Winter only)
OMDP 930 Management by Objectives and Results
OMDP 931 Successful Small Business Management (Fall and Spring)
OMDP 945 Effective Communications in Today's Business World

Group B: Financial Control
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II (Winter only)
OMDP 925 Practical Financial Management (Spring only)
OMDP 953 Bookkeeping

Group C: Marketing
OMDP 903 How to Develop Your Business
OMDP 923 Professional Selling Skills (The ABCs of Selling)
OMDP 948 How to Operate a Successful Retail Store (Fall and Winter)
OMDP 933 Managing the Marketing Function
OMDP 936 Marketing for Small Business

Group D: Production
OMDP 940 Effective Supervision — Production (Fall and Spring only)
OMDP 908 Effective Supervision — Administration

Group E: Personnel Management and Labour Relations
OMDP 907 Effective Supervision — Human Relations
OMDP 912 Management Skills in Personnel Selection (Fall and Winter)
OMDP 906 People Management: Tools & Techniques (Fall and Spring)
OMDP 941 Effective Labour Relations (Winter)
OMDP 942 Effective Supervision — Communications (Fall and Spring)

Group F: Electives
OMDP 914 How to Start a Small Business
OMDP 900 Management Functions for Supervisors (Winter and Spring)
OMDP 905 Front Runners (How to start a small business)

Supervisory Studies:
Satisfactory completion of six courses, two of which are from group A, one from group B, and one from group C. The remaining two may be OMDP or non-OMDP courses provided they offer training or education in the supervisory function.

Group A: Human Resources
OMDP 907 Effective Supervision — Human Relations
OMDP 942 Effective Supervision — Communications (Fall and Spring)
OMDP 900 Management Functions for Supervisors (Winter and Spring)
OMDP 953 Bookkeeping
OMDP 954 Effective Communication in Today's Business World (Fall and Spring)
OMDP 957 The Supervisor — Managing Resources (Winter only)
OMDP 955 The Supervisor — Training and Developing Staff
OMDP 956 Leadership (Winter and Spring)

Group B: Work-Related
OMDP 940 Effective Supervision — Production (Fall and Spring only)
OMDP 908 Effective Supervision — Administration

Group C: Electives
OMDP 922 Management For Results
OMDP 930 Management By Objectives & Results
OMDP 906 People Management Tools & Techniques (Fall and Spring)
OMDP 941 Effective Labour Relations (Winter)

Ontario Management Development Program

Ontario Business Law I
Gain an understanding of the law as it applies to Canadian business. Learn to communicate better with lawyers and make the best use of legal advice. Case studies are the main method of instruction.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 and purchase of course kit and text as required
See equivalency for CCUI page 36.
September 20 to November 22 • **OMDP 902A**

How to Develop Your Business
Designed to help owners/managers of small and medium sized businesses change their management styles as their companies grow. Participants will learn how companies grow and help them understand and assess their abilities as entrepreneurs.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 and purchase of course kit and text as required
September 21 to November 23 • **OMDP 903**

People Management: Tools and Techniques
Learn to deal more effectively with the people in your organization. Topics covered include: an overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication, and constructing an effective working environment.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
See equivalent for CCUI page 36.
September 21 to November 23 • **OMDP 906**

Effective Supervision — Human Relations
Gain an understanding of the various aspects of managing people. Topics include: understanding people, selection and induction, how to train employees, developing and maintaining morale, compensation, salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, union relations, and resistance to change.
Thurs. 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
See equivalency for CCUI page 36.
September 21 or 23 to November 23 or 4 • **OMDP 907**

Effective Supervision in Administration
How to become a more decisive and effective supervisor. Learn how to evaluate employee performance and when to take corrective action to remedy problems. Apply the techniques of flowcharting and layout analysis to improve administration.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 20 to November 22 • **OMDP 908**

Management Skills in Personnel Selection
How to go about selecting the right employees for your needs. Learn to plan your manpower needs, from the number of employees required to their specific duties. Topics include: recruitment, selection, announcement of the position, the application form, screening methods and the interview.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 19 to November 21 • **OMDP 912**

How to Start a Small Business
A complete how-to course, from establishing your business to running it profitably. Topics include: legal business forms, start-up costs, finding financing, marketing, staffing, purchasing, inventory control, financial statements, financial control and government regulations.
Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 18 or 21 to November 27 or 23 • **OMDP 914**

Professional Selling Techniques (formerly The ABCs of Selling)
Become a more professional salesperson by gaining a better understanding of your customers' needs. Topics include: know your competition, research product information, when and how to close the sale, successful product demonstration, and the value of using sources of justification.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 19 to November 21 • **OMDP 923**

Management by Objectives and Results
Through practical activities, gain an understanding of the principles of management by objectives and learn to apply the techniques to your business.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 18 to November 27 • **OMDP 930**

Successful Small Business Management — Introductory Level
Improve your managerial skills through a study of such topics as: decision making, problem solving, developing a good staff, getting the message across, control, and managing for healthy growth.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 21 to November 23 • **OMDP 931**

Managing the Marketing Function
Introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 21 to November 23 • **OMDP 933**

Marketing for Small Business
This introductory course on basic marketing is designed for people with little or no background in marketing. Learn to apply the basic tools of marketing to a small- or medium-sized business.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 21 to November 23 • **OMDP 936**

Effective Supervision — Production
For supervisors, aspiring supervisors and forepeople in a production or manufacturing industry. Topics include: the role of the supervisor, principles of effective supervision, employee motivation, planning, developing and implementing a daily work schedule, setting objectives, measuring results and efficiency.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 18 to November 27 • **OMDP 940**

Effective Supervision — Communications
Assists supervisors and management personnel in improving verbal and written communication techniques. Topics include: learning to listen, barriers to communication, common problems, and the meaning of communication.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
See equivalency for CCUI page 36.
September 20 to November 22 • **OMDP 942**

How to Operate a Successful Retail Store
Designed to help you become a better retailer and turn your plans into reality and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, and designing your store for maximum sales.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 20 to November 22 • **OMDP 948**

Bookkeeping
An introduction to basic bookkeeping that shows how accounting can help to manage a small business effectively. This course is not equivalent to BOK 552XA.
Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 23 to December 2 • **OMDP 953**

Effective Communication in Today's Business World
For administrators, managers and supervisors who want to improve their interpersonal communication skills. Topics include: negotiating and dealing with the individual, speaking out, communication for results, leadership training, using task groups to solve problems, handling conflicts, creativity and brainstorming.
Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00 plus purchase of course kit and text.
September 25 to November 4 • **OMDP 954**

The Supervisor — Training and Developing Staff
Techniques for supervisors on how to train and develop staff. Topics include: setting standards, evaluating performance, counselling employees, how to run a better meeting, decision making techniques, and training in job skills.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00
Materials: $25.00 plus purchase of text.
September 18 to November 27 • **OMDP 955**

Technology

Heating Fuels Certificate Program
A Certificate in Heating Fuels will be awarded on successful completion of the following courses:
HT 910 – Gas Fitter I
HT 907 – Gas Fitter II
HT 913 – Oil Burner II
HT 915 – Basic Electricity and Controls
HT 919 – Propane Gas

Residential Heating and Air Conditioning Certificate Program
A Certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:

AIR 905 – Air Conditioning, Residential and Small Commercial
HT 900 – Warm Air Heating and Air Conditioning
HT 907 – Gas Fitter II
HT 913 – Oil Burner II
HT 915 – Basic Electricity and Controls.

Balancing of Mechanical Systems Certificate
A Certificate in Balancing and Mechanical Systems will be awarded on successful completion of the following courses:

AIR 900 – Air Conditioning Design I
AIR 901 – Air Conditioning Design II
AIR 905 – Air Conditioning Residential and Commercial
AIR 910 – Building Mechanical Systems
Advanced Balancing Procedures
SM 911 – Sheet Metal Pattern Drafting

Stationary Engineering Fourth Class Certificate
A Certificate in Stationary Engineering Fourth Class will be awarded on successful completion of the following courses:

STAT 941 – Power Plant Applied Science
STAT 942 – Power Plant Chemistry
STAT 943 – Power Plant Boilers and Auxiliaries
STAT 944 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 945 – Power Plant Electrics and Instrumentation
STAT 946 – Power Plant Applied Mechanics

Stationary Engineering Third Class Certificate Program
A Certificate in Stationary Engineering Third Class will be awarded on successful completion of the following courses:

STAT 931 – Power Plant Applied Science
STAT 932 – Power Plant Chemistry
STAT 933 – Power Plant Boilers and Auxiliaries
STAT 934 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 935 – Power Plant Electrics and Instrumentation
STAT 936 – Power Plant Applied Mechanics

Stationary Engineering Second Class Certificate Program
A Certificate in Stationary Engineering Second Class will be awarded on successful completion of the following courses:

STAT 921 – Power Plant Applied Science
STAT 922 – Power Plant Chemistry
STAT 923 – Power Plant Boilers and Auxiliaries
STAT 924 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 925 – Power Plant Electrics and Instrumentation
STAT 926 – Power Plant Applied Mechanics
STAT 927 – Power Plant Drawing

Stationary Engineering First Class Certificate Program
A Certificate in Stationary Engineering First Class will be awarded on successful completion of the following courses:

STAT 911 – Power Plant Applied Science
STAT 912 – Power Plant Chemistry
STAT 913 – Power Plant Boilers and Auxiliaries
STAT 914 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 915 – Power Plant Electrics and Instrumentation
STAT 916 – Power Plant Applied Mechanics
STAT 917 – Power Plant Statics and Fluids

Blueprint Reading and Drafting

Blueprint Reading for the Construction Trades

This course is intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, construction plans, sections and details, reading and interpreting working drawings and an introduction to metric drawings.
Mon. and Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 18 to November 27 • **DR 931**

Construction Estimating

Prerequisite: Current employment in the construction industry.
This course is designed to introduce general estimating to building contractors, subcontractors and suppliers to the building industry. Topics include mensuration, ready plans and specifications, job costs, tender documents and the methods of accurately assembling quantities.
Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 18 to November 27 • **DR 932**

Blueprint Reading for the Construction Trades — Advanced

Prerequisite: Successful completion of DR 931 or equivalent.
This course provides further study of: 1) construction working drawings by reading and interpreting whiteprints of various building types. 2) Construction Methods and Materials 3) Ontario Building code as related to plans and permits 4) Building trade inter-relation and co-ordination during construction.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23 • **DR 933**

Blueprint Reading for the Welding Trade

Shows welders how to read blueprints. Topics include: a study of orthographic and pictorial drawing systems, freehand sketching, sketches of welded parts using multiview projection, basic dimensioning principles; a study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, interpretation of welding symbols, sectional views and conventional practices.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23 • **ENDR 572X**

Technical Drawing — Part I

A practical introduction to the techniques needed to work in a drawing office. Topics include: the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, plus electrical, layout and assembly drawings.
Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 21 to February 15 • **ENDR 901**

Blueprint Reading for Machine Trades

Provides tradesmen with a basic understanding of reading blueprints. Topics include: orthographic and pictorial drawing systems; freehand sketches of machine parts using multiview, isometric and oblique projections, and the interpretation of industrial blueprints including notes, specifications, dimensions, tolerances and surface finishes.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23 • **ENDR 910**

Architectural Drafting — Part I

After an introduction to drafting equipment and procedures, topics studied include: Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall sections, introduction to metric drawings, and details of windows, doors, stairs and building codes.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 18 to November 27 • **DR 900**

Architectural Art and Presentation — Part I

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc., use of pencil, pen, markers and letratone.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $53.00
September 18 to October 23
November 6 to December 6 • **DR 902**

Construction

Introduction to Construction

This course, developed in cooperation with the National Association of Women in Construction, covers the fundamentals of construction procedures and technology and includes a visit to a job site. Other topics include: an introduction to city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting, as well as the production work normally associated with construction.
Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $77.00
September 18 to November 9 • **DR 904**

Intermediate Construction

Drawings, Specifications, Estimating, and Scheduling deals with interpreting information conveyed from architects and engineers to contractors by way of a legal document and implementing that fundamental understanding. It discusses the many components of the legal agreement that bind the parties in a construction project; working drawings, front-end documents of the Project Manual, specifications, estimates, proposals, and schedules.
Sat. 9 a.m. to 1 p.m. Casa Loma Campus
48 hours Fee: $81.80
September 23 to December 9 • **DR 905**

Construction Specifications

Principles of Construction Specifications

This course is offered in cooperation with "Construction Specifications Canada" (CSC). Prerequisite: A thorough knowledge of construction drawings, methods and materials used in buildings. After a general introduction, the following topics are covered: front end documents – document 0 and division 1, general conditions of contract, legalities, liens, payments, holdbacks, construction associates, bid depositories, bonds, insurance, building codes, industry and association standards, and the assembly and writing of specifications, including the 16 division format and the three-part section format.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
63 hours Fee: $265.00
September 9 to February 10 • **SPEC 900**

Consultant Specifications & Contract Law

Prerequisite: Successful completion of "Principles of Construction Specification".
This course covers the following topics: responsibilities of a senior specifier; general conditions of the contract document – philosophy, impartiality, comprehensiveness, owner/contract agreement, shop drawings, guidelines; client/design consultants agreement – ACEC 31, RAIC 6, Guidelines and Schedules; construction liability insurance – claims, deductibles, estimates, taxes; risk insurance; national program administrators; surety bonds – security bid, performance bond, maintenance bond, holdback payment, CGDC documents; contract administration field service; legal terms; trends in court: legislation – Lien Act, Safety Act.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $310.00
September 21 to November 23 • **SPEC 901**

AutoCAD

Introduction to CADD for Architects & Civil Engineers

Prerequisite: Minimum two years drafting experience.
An introduction to AutoCAD on AT compatible systems. Topics include: the operation of a graphics work station; the application of the points, line and arcs CADD functions; basic geometric construction elements, operation of a digitizer/mouse and plotter; establishing scales; setting line, plot, colour and text font; using menus, panning, zooming, filing and dimensioning, also to include the basic DOS functions, copying files onto diskette, restoring and deleting files from hard disk.
Mon. or Wed. 7 to 10 p.m. or
Sat. 9 a.m. to 1 p.m. Casa Loma Campus
36 hours Fee: $305.60
September 18 to December 11
September 20 to December 6
September 23 to November 18 • **CAD 951**

Advanced CADD for Architects and Civil Engineers

Prerequisite: CAD 951 — Introduction to CADD.
Advanced training for AutoCAD system.
Select a project from your discipline for CADD development. Topics studied include: file structure and maintenance, parts library, back-up procedures, selecting optimum commands, creating personal menus, merging files and editing text files, creating 3-D.
Tues. or Thurs. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $305.60
September 19 to December 5
September 21 to December 7 • **CAD 952**

Tool Design

Tool Design Concepts

Prerequisite: Tool & Die Maker with technical drawing knowledge.
This course is designed to introduce the student to the design of: drill jigs, milling fixtures, gauges, dies, progressive dies, draw dies, injection moulds, and assembly diecasting moulds.
Tues. 7 to 10 p.m. Casa Loma Campus
96 hours Fee: 158.60
September 19 to May 1 • **ENDR 905**

Heating/Air Conditioning

Warm Air Heating and Air Conditioning

Gain a background in system design and its application to residential warm air heating and air conditioning systems. There is the option to write the H.R.A. system design examination. Specific topics include: heat transfer, humidity and humidity control, heat loss and heat gain calculations using H.R.A. methods and manuals; elements of system design, including duct sizing, selecting and comparing systems, and an introduction to system balancing.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
72 hours Fee: $120.20
September 19 to December 7 • **HT 900**

Basic Electricity and Controls/ Heating and Air Conditioning

Provides a basic electrical and controls background for students entering the heating and air conditioning trades. Topics covered include: fundamentals of voltage, current and electrical resistance, Ohm's law and the law of electric power, series and parallel electrical circuits, electrical measurement and testing; electromagnetism and electromagnetic equipment, including relays, circuit breakers etc., introduction to alternating current, transformers, operation and testing of electric motors, electric wiring diagrams as applied to simple heating and cooling systems, the principles behind the operation of temperature controls, thermostats, limit controls, pressure controls, and simple heating and cooling control systems.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00
September 18 to November 27 • **HT 915**

High Efficiency Gas Furnaces and Boilers

Prerequisite: Gas Fitter II Licence.
This course is designed to give the student the necessary knowledge to install and service high efficiency furnaces. The areas of study are steady state and seasonal efficiency, application of retrofitting to improve seasonal efficiency, types of furnace and boiler designs to achieve semi and full condensing of the flue gases, principles and required control systems for induced draft firing, forced draft firing and pulse combustion, installation requirements for the major types of high efficiency furnaces, application, circuitry and settings of programmable thermostats, service and troubleshooting.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $53.00
November 6 to December 6 • **HT 922**

Gas Fitter II

Provides the necessary background to write the Fuel Safety Branch Gas Fitter II licence examination. Specific topics studied include: properties of natural gas, fundamentals of combustion; gas physics, including flow and pressure, gas meters and regulators, gas piping, gas venting, the atmospheric burner, principles of gas controls and control systems, installing and servicing gas conversion burners, analyzing flue gas and combustion efficiency, general appliance requirements, and a review of codes and regulations.
Mon. and Wed. 6 to 9 p.m. or 7 to 10 p.m.
September 18 to January 10 or
Tues. and Thurs. 6 to 9 p.m. or 7 to 10 p.m.
September 19 to January 4 Casa Loma Campus
90 hours Fee: $149.00 • **HT 907**

Gas Fitter I

Provides the necessary background to write the Fuel Safety Branch Gas Fitter I licence examination. Specific topics studied include: properties of gas flames, flame detection, flame safeguard system and terminology; fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers; installing boilers and burners (piping, venting, and code requirements), analyzing flue gas, combustion and boiler efficiency, and an introduction to process gas heating equipment.
Mon. and Wed. 6:30 to 9:30 p.m.
September 18 to January 10 or
Tues. and Thurs. 6:30 to 9:30 p.m.
September 19 to January 4
Casa Loma Campus
90 hours Fee: $149.00 • **HT 910**

Oil Burner II

Provides the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II licence examination. Topics studied include: properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, servicing and installing equipment, analyzing flue gas and combustion efficiency, retro-fitting and upgrading existing systems, and a review of codes and regulations.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
90 hours Fee: $149.00
September19 to January 4 • **HT 913**

Air Conditioning Design I

Provides the basic theory and application of system design of air conditioning systems to H.R.A. standards. Topics covered include: the fundamentals of heat transfer, humidity and its control, heat gain and heat loss calculations using H.R.A. methods and manuals; the elements of system design and their application, including duct sizing, selecting and comparing equipment, an introduction to system balancing, and the applications of air conditioning equipment.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
72 hours Fee: $120.20
September 19 to December 7 • **AIR 900**

Air Conditioning Residential and Commercial

Prerequisite: Employment in the heating or air conditioning industry as a journeyman or equivalent.
Provides a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment. Topics include: the fundamentals of refrigeration, compressors, condensors, evaporators, tubing and connections; standard operating procedures, including evacuating, charging and testing for leaks, electric motors, motor starters and overloads, electric and control circuits, testing circuits and troubleshooting, winter operation, selecting equipment, installation and start-up procedures, air problems and measurement, and conducting a service analysis.
Mon. and Wed. or Tues. and Thurs.
7 to 10 p.m. Casa Loma Campus
72 hours Fee: $120.20
September 18 to December 11
September 19 to December 7 • **AIR 905**

Pneumatic Controls
Prerequisite: Employment in the Heating and Air Conditioning industry as a journeyman or equivalent.
Course content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, and year round air conditioning systems.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee 53.00
September 18 to November 27 • AIR 907

Building Mechanical Systems Advanced Balancing Procedures
Prerequisite: Satisfactory completion of course AIR 900 or AIR 901 or equivalent.
This course is designed to provide advanced knowledge and techniques to those who are involved with balancing or adjusting air distribution systems. The course covers the following topics, air quantity, air changes, system pressure, air frictionc hart, air movement, balancing dampers, measuring instruments for duct systems and sizing ducts for proper air movement.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: 101.00
September 19 to November 23 • AIR 910

Plumbing

Plumbing Qualification
A refresher course in general plumbing theory to help prepare for writing the certificate of qualification examination. Due to the broad scope of the course, topics are not covered in great depth. The student should be familiar with trade terminology and practices.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23 • **PLUM 902**

Plumbing Design and Installation
Prerequisite: Ontario Certificate of Qualification in Plumbing.
A comprehensive review of the areas that candidates for master's licences should be familiar with. Specific subjects covered: pertinent labour legislation, discounts, overhead and profit, material take-off, the provincial Plumbing Code, and considerable practice in the drawing of drain plans and stack elevations together with the sizing of the piping.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23 • **PLUM 904**

Plumbing for the Home Owner
An introduction to pipe work involving copper, plastic and cast iron piping. To gain knowledge of faucet and water closet repairs and introduction to venting and rough-in pertaining to a residential building.
Mon. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $105.00 Material Fee: $10.00
September 18 to November 27 • **PLUM 907**

Propane

Propane Gas (Fitter S2)
This course provides the student with the necessary background in trade theory and practice to write the Fuel Safety Branch Prop Gas Fitter "S2" Licence examination.
Course Content: Properties of propane gas, basic requirements, for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for application storage and handling, cylinder filling, location and storage of propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating systems, domestic hot water heaters.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campua
90 hours Fee: $149.00
September 18 to January 10 • **HT 919**

Propane (Plant Operator 3)
To provide the necessary knowledge on propane to write the Fuel Safety Branch Plant Operators Licence.
Course Content: Properties of propane safety procedures, filling of propane containers and propane powered vehicles of filling plant.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $21.30
September 12 to 14 • **HT 921**

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges)
Provides a basic background in electrical theory and practice as applied to major appliances with the emphasis on electrical ranges. Topics covered include: the nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, and the theory and test procedures of conventional ranges.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23 • **AP 903**

Appliance Servicing Part II (Domestic Refrigeration) *New*
Provides a basic background in the theory and practical repair of the following: domestic refrigerators, freezers, window air conditioners, evaporators, compressors, condensors, and electric motor controls. Other topics include: the compression system of refrigeration, refrigerants, liquid feed devices, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $101.00
September 18 to November 27
September 19 to November 23 • **AP 904**

Appliance Servicing Part III (Laundry Equipment)
Prerequisite: AP 903 — Appliance Servicing Part I or equivalent.
Learn the theory and operation of automatic washers, dryers and dishwashers plus how to find faults, make repairs, trace circuits and conduct a service analysis.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23 • **AP 905**

Microwave Ovens
Review of basic electricity including emphasis on: relays, tranformers, capacitors,. Introduction to basic solid state electronics including: diodes-varistors, S.C.R.s – surge resistors, triacs, transistors, magnetrons, high voltage circuitry, control circuitry, variable power, door interlocks, electromagnetic spectrum, properties of microwaves and their reaction with various materials, oven cavity construction, door construction, chokes and door seals, stirrers, turntable, blowers, safety procedures, service procedures, use of survey meters for leakage testing, basic microwave cooking.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
24 hours Fee: $43.40
September 18 to October 16 • **AP 909**

Refrigeration

Refrigeration — Part I
Learn the fundamentals and principles of refrigeration, including: the compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensors, compressors, flow equipment, electric controls and control valves, lubrication, troubleshooting, demonstrations of silver brazing in the shop, evacuating and charging, plus other service tips.
Mon. and Wed.
September 18 to November 27
Tues. and Thurs.
September 19 to November 23
6 to 9 p.m. Casa Loma Campus
60 hours Fee: $101.00 • **REF 900**

Refrigeration – Part II
Prercquisite: REF 900 — Refrigeration — Part I or equivalent experience.
After a review of the fundamentals, topics covered include: electricity as applied to basic circuits and components, defrosting methods, time clocks, compressor drives, test instruments and their use, piping, temperature and pressure control, applications of refrigeration, humidity control, cold storage, basic psychometric analysis, secondary refrigerants, liquid cooling, heating and cooling thermostats, trade safety; motor starting including relays, starters and contractors and motor overload protection.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
90 hours Fee: $149.00
September 18 to January 10 • **REF 911**

Refrigeration – Part III
Prerequisite: REF 911 – Refrigeration – Part II. Covers the following topics, rooftop condensors, piping systems, chillers, heat pumps, symbols, starters and contractors, packaged units, humidifiers, dehumidifiers, electronic and curtain air cleaning equipment, odor control, load calculations, commercial air conditioning, psychometric analysis, selecting equipment, control circuitry, troubleshooting, safety, and an introduction to pneumatic systems.
Mon. and Wed. 6:30 to 9:30 p.m. Casa Loma Campus
90 hours Fee: $149.00
September 18 to January 10 • **REF 902**

Carpentry

Carpentry for the Homeowner — Basic
Learn to operate the common hand and power tools used at home plus carpentry methods and materials required to maintain your home or cottage.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $80.40
September 18 to November 27 • **CAR 901**

Carpentry for the Journeyman
Prerequisite: Employment in the carpentry trade.
Course Content: This course covers roof framing, equal pitch, basic stair building and national residential building code. Approximately 20 hours classroom theory, 40 hours practical.
Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 20 to February 7 • **CAR 902**

Masonry

Bricklaying
Learn all about the tools, equipment and materials used by bricklayers as well as the types, sizes and characteristics of bricks. The types and preparation of mortars using various bonding agents in all weather are also covered as well as the layout of walls, pilasters and piers using various bonds.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23 • **MAS 900**

Electrical

Electrical Apprentice Review
Designed for apprentices in their final term who expect to write the qualifying examination sometime within the year. Covers the theory, codes and equipment discussed throughout apprenticeship training.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials: $5.00
September 11 to November 20
November 29 to February 14 • **EL 900**

Hydro-Electric Power Commission Regulations (Master Electrician)
Prerequisite: Journeyman electrician.
Use of the Code Book (O.H.E.S.C.), application of regulations and tables, electrical installation calculations relevant to code regulations and tables, preparation for Master Electrician examination.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials: $10.00
October 3 to December 12 • **EL 902**

Electrical Construction and Maintenance I
Prerequisite: Grade 10 math or equivalent.
Topics covered include: Ohm's Law, series and combination circuits, two-wire distribution, line loss, power efficiency, wire calculations, batteries, magnetism, electromagnetism, induction, three-wire distribution, and the Hydro-Electric Power Commission Regulations.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials: $5.00
October 2 to December 11 • **EL 907**

Electrical Construction and Maintenance II
Prerequisite: EL 907 or equivalent.
Course Content: electromagnetism, induction, D.C. generators, generator set-up and operation, D.C. motor, motor operation and controls; Hydro-Electric Power Commission Regulations.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials: $5.00
October 3 to December 12 • **EL 908**

Electrical Construction and Maintenance III
Prerequisite: EL 908 — Electrical Construction and Maintenance II or equivalent.
Topics covered include: A.C. fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, and the Hydro-Electric Power Commission Regulations.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials: $5.00
October 3 to December 12 • **EL 909**

Programmable Controllers for Electricians
Prerequisite: EL 912 — Industrial Electronic Controls (Part III) or Journeyman Electrician or Fifth Term Electrical Apprentice.
This hands-on course is intended for Journeyman Electricians or senior apprentices and includes practical applications of programmable controllers, programming techniques, and troubleshooting. Theory includes such topics as: ladder diagram language, P.L.C. instruction summary, programming examples, documentation systems, installation methods and procedures, maintenance and testing, as well as protocol and interfacing techniques.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
48 hours Fee: $81.80
September 11 to November 8 • **EL 921**

Programmable Controllers — Part I
Prerequisite: Logic Course or equivalent technician/technologist diploma electrical/electronics.
Theory and practical shop work covering the following topics: application and uses of the P.L.C. in industry; review of various number codes used in the P.L.C.; selection of input and output modules; using computers to program the P.L.C.; on line/off line documentation; programming instructions including timers, counters and data manipulation; troubleshooting, system maintenance and installation; an introduction to analog applications. The above topics are taught on an IBM compatible computer using the ICOM PLC-2 language in conjunction with the PLC2/05 processor.
Tues. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $53.00 Materials: $10.00
September 26 to November 28 • **EL 922**

Programmable Controllers — Part II
Prerequisite: EL 922 or equivalent.
This course will introduce the student to the use of P.L.C.'s as a process controller in Industrial applications. Topics included are: a review of Part I; data manipulation; program control; data transfer instructions; file shifts; and analog interfacing.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $53.00 Materials: $10.00
September 28 to November 30 • **EL 924**

Electrical Pre-Exam
Designed for journeymen seeking interprovincial standards and those referred by the ministry on provisional certificates. Covers the theory, codes and equipment discussed throughout apprenticeship training.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials: $5.00
September 11 to November 20
November 29 to February 14 • **EL 950**

Estimating for the Electrical Trade
Prerequisite: Journeyman electrician, fifth term apprentice or equivalent.
Topics covered include: plan analysis, takeoff procedure, transferring and pricing, labour units, installation only projects, adjustments for working conditions, cable pulls, pull boxes, labour cost variables, non-productive labour, incidental and direct job cost, and electric heating loads.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials $5.00
October 2 to December 11 • **EL 901**

Computer-Aided Electrical Estimating

Prerequisite: Journeyman and EL 901 or equivalent.
The course is designed to introduce the estimator to the use of an IBM computer and appropriate software for completing electrical estimates.
Topics covered include complete take offs, extensions, bid summary sheets, cost control, database update, and T & M billing.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $72.20 Material $10.00
September 11 to December 18 • **EL 925**

Electrical Fundamentals –

Prerequisite: MATH 100.
Topics covered include: basic electrical concepts, simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits. D.C. & A.C. measuring instruments, electrical measurements, induction, capacity, alternating current, resistance, impedance, and power in A.C. circuits.
Mon. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials $10.00
September 25 to December 4 • **EL 905**

Industrial Electronic Controls (Part I)

Prerequisite: Journeyman electrician, fifth term apprentice or equivalent.
Theory and practical shop work covering the characteristics, operation and basic applications of semiconductor diodes, zener diodes, bipolar transistors, transistor biasing, phototransistors, field effect transistors. MOS-FET transistors, unijunction transistors, thyristors and thermistors.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials: $8.00
October 3 to December 12 • **EL 910**

Industrial Electronic Controls (Part II) EL911 offered in winter.

Industrial Electronic Controls (Part III)

Prerequisites: EL 911 – Industrial Electronic Controls (Part II) and a good knowledge of algebra.
Theory and practical shop work covering the following topics: an introduction to digital techniques, number systems, semiconductor devices for digital circuits, the operation and application of basic logic gates, bulean algebra, digital integrated circuits, and the operation and application of flip flops, counters, timing circuits, shift registers, decoders and encoders.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee $101.00 Materials: $5.00
November 13 to January 29 • **EL 912**

Electrical Blueprint Reading

Prerequisite: Electrical apprentice, electrician or anyone employed in the electrical construction and maintenance industry.
Topics covered include: printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, electrical drawings, layout drawings, as-built drawings, schematic drawings, specifications, material take-off, material order, time sheets, inspection and equipment take-off.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00 Materials: $15.00
October 3 to December 12 • **ELDR 612X**

Millwright

Mechanical Maintenance — Part I

Designed specifically for students interested in the basics of millwrighting, such as rigging, basic metallurgy, drilling, lathe turning, milling, grinding, and levelling machinery.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $101.00
October 3 to December 7 • **MILL 900A**

Mechanical Maintenance — Part III

Designed specifically for those interested in fluid power. Instruction, lectures, demonstrations and assignments are given in the following subjects: electrical control, basic hydraulic and pneumatic circuitry, design, components, pumps, valves, cylinders, gas laws, plus installing and maintaining compressors.
Practical work involves piping and wiring, pneumatic and hydraulic test panels.
Mon. to Wed. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $101.00
October 2 to December 11 • **MILL 900C**

Welding

Welding Theory I

An introduction to the theoretical aspects of shielded metal arc welding (SMAW), oxy-acetylene welding (OAW), and oxy-fuel gas flame cutting (OFC).
Topics covered include: safety in SMAW, OAW, and OFC operations, the basic principles of different processes, operating different types of equipment, weldable/cuttable metals, welding techniques, current types, polarity, cutting gases used, joint design, preparation and fit-up, control of distortion, etc.
Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $37.00
September 19 to November 21
January 9 to March 13 • **WELD 920**

Welding I — General

An introduction to the basic principles involved in both the shielded metal arc welding (SMAW) and oxy-acetylene (OAW) processes. Learn oxy-acetylene fusion welding of tee, lap, corner, and butt joints in the flat and horizontal positions. Also learn shielded metal arc welding of tee and lap joints in the flat and horizontal positions with E6010/11 and E6013 electrodes using single and multiple pass beads and weaves. Other topics covered include: safety precautions with SMAW and OAW equipment, cutting with manual oxy-acetylene equipment, and braze welding tee and lap joints in the flat position.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 18 to February 19 • **WELD 922**

Welding II — General

Prerequisite: WELD 922 — Welding I — General or equivalent.
Builds on the work done in Welding I and introduces more advanced techniques using the shielded metal arc welding (SMAW) and oxy-acetylene welding (OAW) processes. Topics covered include: a review of WELD 922; oxy-acetylene welding of tee, lap, corner and butt joints in the vertical up position and cutting with manual oxy-acetylene equipment; braze welding of tee, lap and butt joints in the vertical up position; shielded metal arc welding of tee and lap joints in the horizontal and vertical up positions using multi-pass beads and weaves; welding corner, tee, lap and butt joints in the vertical down position on medium and light gauge mild steel. Electrodes used include E6010/11, E6013 and E7018.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 20 to February 14 • **WELD 923**

Welding III — General

Prerequisites: WELD 922 — Welding I — General and WELD 923 — Welding II — General or equivalent experience.
Further develop and refine all-position welding skills using the shielded metal arc welding (SMAW) process. Learn shielded metal arc welding of tee, lap, and corner joints in all positions with the emphasis on multi-pass welding techniques using E6010/11 and E7018 electrodes. Other topics include: an introduction to edge preparation, and the fit-up and welding of single-vee butt joints in the flat position.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00
September 21 to February 15 • **WELD 924**

MCCR Certification I — (Plate)

Prerequisite: WELD 922, WELD 923 and WELD 924 or equivalent experience. A pre-entry interview is required.
Designed to improve welding skills of candidates preparing for a flat and horizontal position plate welding test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding. Topics covered include: a review of WELD 924, edge preparation, fit-up and welding of open root single-vee butt joints in flat (1G) and horizontal (2G) positions to MCCR specifications using E6010/11 and E7018 electrodes, and guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.
Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 18 to February 19 • **WELD 925**

Welding and Fabrication

The welding and fabrication courses outlined below are designed to develop specific practical welding or fitting skills. Appropriate theory specifically related to the use of equipment and the techniques involved in the development of these skills are included in each course. For those interested only in the theoretical aspects of welding and flame cutting, the two courses Welding Theory I and Welding Theory II are offered.

All successfully completed courses count as credits towards the various certificates listed below.

Course Number	Course Titles	Certificates					
		BASIC WELDING	INTMED WELDING	ADVANCED WELDING	METAL FABRICATION	WELDING OPERATOR	WELDING FITTER
WELD 920	Welding Theory I	•	•	•	•	•	•
WELD 921	Welding Theory II		•	•	•	•	•
WELD 922	Welding I (General)	•	•	•	•	•	•
WELD 923	Welding II (General)	•	•	•	•	•	•
WELD 924	Welding III (General)	•	•	•		•	•
WELD 925	M.C.C.R. Certification I (Plate)		•	•		•	•
WELD 926	M.C.C.R. Certification II (Plate)		•	•			•
WELD 929	Pipe Welding I (Smaw-Uphill)			•			
WELD 931	Pipe Welding III (Gtaw/Smaw-Uphill)			•			
WELD 934	Gas Metal Arc Welding I		•	•	•	•	•
WELD 935	Gas Metal Arc Welding II			•			•
WELD 937	Gas Tungsten Arc Welding I			•			•
WELD 938	Gas Tungsten Arc Welding II			•			•
WELD 940	Welding Fabrication I				•		•
WELD 941	Welding Fabrication II				•		•
END 572X	Blueprint Reading for the Welding Trade				•	•	•
ENDR 901	Technical Drawing – Part I				•		•
MATH 610X	Trade Mathematics I				•		•
ENG 908	English Upgrading 10					•	

Welding Tests

The Metal Fabrication Department operates a testing program as a service to welders wishing to upgrade their qualifications by taking tests leading to certification. As an additional service, practice sessions prior to testing can be arranged if required. All enquiries should be directed to: the the Metal Fabrication Department, 944-4348

Gas Metal Arc Welding I

Prerequisite: WELD 922 – Welding I – General and WELD 923 – Welding II – General or equivalent experience.
An introduction to the principles of the gas metal arc welding (GMAW) process. Topics covered include: safety in gas metal arc welding; welding lap, tee and corner joints in all positions with solid wires; welding lap, tee and corner joints in flat, horizontal and vertical positions with flux-coated wire; flame curing plates; and preparing and welding single-vee butt joints in the flat position with solid wire.
Tues. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee $101.00
September 19 to February 13 • **WELD 934**

Gas Metal Arc Welding II

To be offered March 1990 • **WELD 935**

Gas Tungsten Arc Welding I

Prerequisite: WELD 922 — Welding I – General and WELD 923 – Welding II – General or equivalent experience.
An introduction to the basic principles of the gas tungsten arc welding (GTAW) process. Topics covered include: safety in gas tungsten arc welding; welding low carbon steel, aluminum and stainless steel lap and tee joints in flat and horizontal positions, as well as corner and butt joints in the flat position.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $101.00
September 20 – February 14 • **WELD 937**

Welding Fabrication I

Prerequisite: WELD 922 — Welding I — General or equivalent experience.
An introduction to the basic principles of layout and fitting as applied to miscellaneous metal fabrications. Topics covered include: a review of WELD 922, safety in welding and metal fabrication; identifying and selecting metals and structural shapes; the fundamentals of design of weldments; the safe use of hand tools and power operated fabrication machinery such as cut-off saws, band saws and drill presses; layout and fabrication of simple metal projects from shop drawings using materials such as angle iron, channel, pipe, flat bar and plate, plus the manual flame cutting and welding of fabricated projects using the shielded metal arc and gas metal arc welding processes.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $101.00
September 19 to November 23
January 9 to March 15 • **WELD 940**

Non-Destructive Testing

The following Non-Destructive Testing courses are offered in cooperation with the NDE Institute of Canada. Classes are from 6:30 to 9:30 p.m. For more information, call 944-4348 or Mr. D. Mihalik, (416) 871-2100.

Ultrasonics Level I

The basics of ultrasonics including the theory of ultrasonic testing and its practical applications. Classroom training for certification is in accordance with the Canadian General Standards Board (48-GP-7M). Topics covered include: testing philosophy, test principles, applications and capabilities of tests, equipment, testing techniques, and calibrating equipment.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
September 20 to December 20 • **TEST 900**

Liquid Penetrant & Magnetic Particle Inspection (LPI/MPI) Levels I and II

Covers the theory and practice of liquid penetrant and magnetic particle inspection. The course meets the classroom training requirements for levels I and II certification as stipulated in CGSB standards 48-GP-9M and 48-GP-8M respectively. Topics covered include: principles and methods of liquid penetrant testing, selecting the penetrant test method and equipment, evaluating liquid penetrant indications, principles of magnets and magnetic fields, magnetization by means of electric currents, types of equipment and inspection materials, selecting the proper type of magnetization, principles of demagnetization, type of discontinuities located by magnetic particle testing, indications and interpreting the test results.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $300.00
September 21 to January 18 • **TEST 907**

Coatings Technology

Chemical Technician — Coating

The following courses are approved and certified jointly by George Brown College and the Toronto Society for Coatings Technology. The courses are designed to be taken separately. Credits may be accumulated towards the Chemical Technician Coatings certificate.
For more information about the Coatings Technology program, call the chairperson, Mathematics and Science, 867-2196.

Resins - "A" (lab)

Prerequisite: COAT-204X or equivalent.
Quality control, curing, properties of unsaturated polyesters, alkyds & epoxy resins. (Enrolment limited.)
Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $77.00
September 18 to January 15 • **COAT 214X**

Coatings Laboratory

Prerequisite: COAT 100 or equivalent.
Course Content: Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing. Enrolment limited.
Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00
September 19 to January 2 • **COAT 101X**

Organic Coatings

Raw materials: oils, resins, solvents, driers, additives, prime and extender pigments. Formulations and properties of organic coatings: principles of formulation; film formation; dispersion; testing; lacquers, varnishes, trade sales, industrial, corrosion, chemical resistant, powder, high solids, water-borne coatings; preparation and application methods.
Wed. 7 to 10 p.m. St. James Campus
60 hours Fee: $101.00
September 6 to January 24 • **COAT 100X**

Resins - "C" (lab)

Prerequisite: COAT-205X or equivalent.
Quality control, curing, film formation, properties of: - lacquer, hydrocarbon, phenolic, amino, silicone and water-borne resins. (Enrolment limited)
Thurs. 7 to 10 p.m. St. James Campus
45 hours Fee: $77.00
September 21 to January 4 • **COAT 215X**

Resins - "C"

A study of the raw materials, manufacturing methods, chemistry, film formation, properties & uses of lacquer, hydrocarbon, phenolic, amino, silicone and water-borne resins in coatings.
Fri. 7 to 10 p.m. St. James Campus
45 hours Fee: $77.00
September 22 to January 5 • **COAT 205X**

Certificate in Digital and Microprocessor Techniques

The Electro-Mechanical Department is offering a part-time certificate program in Digital and Microprocessor Techniques.
The program comprises six compulsory courses and three electives and is designed for those who wish to acquire a working knowledge of microprocessors. It is of particular interest to electronics technicians. However, anyone holding a Secondary School Graduation Diploma with grade 12 Math and English (or equivalent) with a background in basic electronics and transistors can register.
Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other institutions. For students proceeding to a certificate, the College grading system will apply.

Interviews
Students enrolling in the program initially and seeking exemptions must be interviewed by the Electronics Department at St. James Campus, 200 King St. E.

FALL 89
Monday, Sept. 11, 6 to 8 p.m.
Monday, Sept. 25, 6 to 8 p.m.

WINTER 1990
Wednesday, Jan 3, 6 to 8 p.m.
Wednesday, Jan. 10, 6 to 8 p.m.
Students who are unable to attend on the above-mentioned dates due to extenuating circumstances, may request an interview to be held during the following times:

FALL 89
Sept. 25 to 29, 2 to 3 p.m.

WINTER 1990
Jan. 8 to 12, 2 to 3 p.m.
To make an appointment, please call 867-2125 or 867-2123
Course fees do not include text books.

Optional Lab Fees
In some courses, it may be beneficial for the student to borrow the College training kit for in-home practice for the duration of the course. In this case, an optional lab fee of $175.00 is charged and will be refunded less a user fee of $35.00 if the kit is returned in working condition.

Total number of courses:
6 Compulsory; 3 Electives

Compulsory Courses:
ELTC 925 – Digital Principles
ELTC 926 – Digital Principles Advanced
ELTC 927 – Troubleshooting Digital Circuits
ELTC 928 – Introduction to Microprocessors and Microcomputers
ELTC 929 – Principles of Microcomputer Interfacing
ELTC 930 – Troubleshooting Microprocessor-based Systems

Elective Courses:
ELTC 931 – Interfacing Techniques Advanced
ELTC 932 – Microcomputer Systems Software
ELTC 933 – Microcomputers in the Analogue World
ELTC 934 – Microcomputers and Process Control
ELTC 935 – Microcomputers in Industrial Control
ELTC 936 – Microcomputers and Data Communications
ELTC 940 – Introduction to MC 68000 Microprocessors
ELTC 941 – Floppy disk drives; Theory and Maintenance
ELTC 942 – Introduction to Computer Aided Design (Electronics)
ELTC 943 – Introduction to Artificial Intelligence (AI)
The electives are offered at the discretion of the Electronics Department.

Electronics

Electronic Fundamentals (Part II)

Prerequisite: ELTC 939 — Electronic Fundamentals and Instrumentation Applications (Part I) or equivalent.
Topics covered include: transducers, vacuum tube operation, basic power supplies, electronic meters, cathode ray tubes, oscilloscopes, power transfer, impedance matching, atomic structure of semi-conductors, diode junction, avalanche and Zener breakdown, junction transistors, transistor amplifier coupling methods, power amplifiers, transistor oscillators, plus FET and UJT semiconductor data sheets.
Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
60 hours Fee: $101.00 Material Fee: $20.00
Laboratory Fee: $20.00
October 3 to December 7 • **ELTC 901**

Video Tape Recorders Theory and Maintenance

Prerequisite: Fundamental knowledge of television theory. or equivalent.
A discussion of the principles of video tape recorders (VTR) and video cassette recorders (VCR), including their basic requirements and limitations to conform to television standards. Other topics covered include: block diagrams and circuit analysis of the modulation channel, demodulation channel, colour signal recording principles; the servo operations of the head drum and capstan in normal, slow motion and freeze modes, control section functions, transport mechanism, principles of adjustment and operation, time base correction (TBC), editing and time code applications, types and characteristics of magnetic tape, maintenance procedures, performance specifications and evaluation testing.
Mon. 6:30 to 9:30 p.m. St. James Campus
60 hours Fee: $101.00 Material Fee: $10.00
October 16 to March 12 • **ELTC 912**

Fibre Optics in Communication

Topics covered include: the optical fibre, types of fibre and cables, propagation through fibres, mode studies within fibres, numerical aperture, attenuation, bandwidth, joining fibres, cleaving, polishing and cut end, couplers and connectors, splicing fibres, optical time domain reflectometer, electrical optical sources, LED and LASED diodes, coupling, power output, frequency characteristics, system and circuit considerations, and the types, advantages, applications and coupling of photo detectors.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 11 to December 13 • **ELTC 924**

Digital Principles

Prerequisite: Basic Electronics and Transistor Theory or equivalent.
Theory is reinforced through practical laboratory experiments. Topics covered include: binary systems and codes, gates, flip flops, counters, serial and parallel registers, encoders and decoders.
Equivalents: ELTC 906 and ELTC 920.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 16 to December 18 • **ELTC 925**

Digital Principles (Advanced)

Prerequisite: ELTC 925 — Digital Principles or equivalent.
Theory is reinforced through practical laboratory experiments. Topics covered include: wired or open collector, tri-state logic, multiplexing, demultiplexing, digital comparators, adders, memory circuits, MSI and LSI, programmable logic and gate arrays.
Equivalent: ELTC 920.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 10 to December 12 • **ELTC 926**

Troubleshooting Digital Circuits

Prerequisites: ELTC 925 — Digital Principles and ELTC 926 — Digital Principles (Advanced) or equivalent.
Theory is reinforced through practical laboratory experiments and troubleshooting exercises on digital systems. Topics covered include: manufacturers' specifications for TTL, CMOS and ECL, the use of logic probes, current probes, and oscilloscopes.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 5 to December 7 • **ELTC 927**

Introduction to Microprocessors and Microcomputers

Prerequisites: ELTC 926 — Digital Principles (Advanced) or equivalent.
Theory is reinforced through practical laboratory experiments. Topics covered include: microprocessor architecture, machine language programming, instruction sets, addressing modes, and I/O programming, all based on the MC6800 MPU.
For an optional lab fee deposit of $150.00, students can have a MPU trainer for use at home for the duration of the course. A refund of $120.00 is given if the trainer is returned in working order.
Equivalents: ELTC 906A, ELTC 917, ELTC 921. Certification program.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 10 to December 12 • **ELTC 928**

Principles of Microcomputer Interfacing

Prerequisite: ELTC 928 — Introduction to Microprocessors and Microcomputers or equivalent.
Theory is reinforced through practical laboratory experiments. Topics covered include: components and tasks of an interface, programmed I/O, principles of program interrupt, display multiplexing, keyboard scanning, writing a simple monitor program, and ASC II keyboards.
Equivalent: ELTC 918.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 11 to December 13 • **ELTC 929**

Troubleshooting Microprocessor-based Systems

Prerequisites: ELTC 927 — Troubleshooting Digital Circuits and ELTC 929 — Principles of Microcomputer Interfacing or equivalent.
Includes practical troubleshooting exercises on the lab microcomputers. Other topics covered include: static testing techniques with the processor halted, dynamic testing techniques with the processor running, in-circuit emulation, logic analyzers, and signature analysis.
Equivalent: None.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 11 to December 13 • **ELTC 930**

Interfacing Techniques (Advanced)

Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing or equivalent.
Theory is reinforced through practical laboratory experiments. Topics covered include: interfacing for video terminals, cassette tape, floppy disks and printers, and interface standards.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 10 to December 12 • **ELTC 931**

Microcomputer Systems Software

Prerequisite: ELTC 931 — Interfacing Techniques (Advanced) or equivalent.
Theory is reinforced through practical laboratory experiments. Topics covered include: introduction to the MS-DOS operating system; the internal commands; formatting and copying of disks; control characters; system and non-system disks; batch processing; utility and application programs such as word processing, spreadsheets, database and graphs.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 10 to December 12 • **ELTC 932**

Electronic Fundamentals and Instrumentation Applications (Part I)

Prerequisite: Ontario grade 10 or equivalent, with level 4 in Mathematics and English.
Topics covered include: energy, electricity, resistors and conductors, cells and batteries, voltage, current and resistance, Ohm's Law, electric power, D.C. circuits, Kirchoff's Law, capacitors, electromagnets, inductors and induction, Lenz's Law, A.C. source, vectors, reactance, impedance, resonance, A.C. power, electric meters, transformers, resonant circuits, A.C. circuits, the wheatstone bridge, potentiometric circuits, thermo-electricity, transducers, strain gauges, variable inductors, variable reluctance, variable capacitance, linear variable transformers, current to air and voltage to air transducers.
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
84 hours Fee: $139.40 Materials $20.00
Laboratory Fee: $20.00
September 13 to December 20 • **ELTC 939**

Introduction to MC 68000 Series Microprocessors

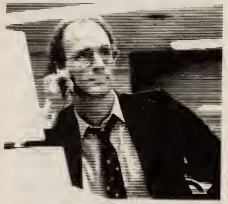
Prerequisite: ELTC 928 — Introduction to Microprocessors or equivalent.
Topics covered include: MC 68000 architecture; data sheets; addressing modes; writing and evaluating simple programs; interrupts; delay routines. Theory is reinforced through practical laboratory experiments.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 11 to December 13 • **ELTC 940**

Floppy Disk Drives; Theory and Maintenance

Prerequisite: ELTC 931 — Interfacing Techniques (Advanced) or equivalent.
Topics covered include: basic specifications; electrical interface; physical interface; theory of operation; maintenance; diagnostic techniques; adjustments and alignment procedures. Theory is reinforced by practical laboratory experiments.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 16 to December 18 • **ELTC 941**

Introduction to Computer Aided Design (Electronics)

Prerequisite: ELTC 932 – Microcomputer Systems Software or equivalent.
Topics covered include: introduction to microcap II; interactive analog circuit drawing; simulation of the system; the running of DC and AC transient models. Theory is reinforced by practical laboratory experiments.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 5 to December 7 • **ELTC 942**



Introduction to Artificial Intelligence (AI)

Prerequisite: ELTC 932 — Microcomputer Systems Software or equivalent.
Topics covered include: hypertext; windowing; expert systems; inference engines; hierarchies; inheritance; backward/forward chaining and tracing/debugging programs.
The course is a "hands-on" workshop. It is intended for those interested in how AI techniques may be used in the workplace today. Mathematical and theoretical abstractions are avoided; instead small, easily understood software modules are explained and executed.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Material Fee: $30.00
October 5 to December 7 • **ELTC 943**

Sheet Metal

Sheet Metal – Phase I

Covers the following topics in both layout and shop practice: rectangular ducts, fish lock collars, black ends, duct elbows, duct offsets, roof ventilators, and both three and five-piece elbows.
Mon. or Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
October 2 to February 28
October 4 to February 21 • **SM 908**

Sheet Metal – Phase II

Covers the following topics in sheet metal layout and practice: drop-cheek elbow, transition duct offsets, horizontal and vertical branches, and conical tees both 90 degrees and 45 degrees on centre.
Tues. or Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
October 3 to February 20
October 4 to February 21 • **SM 909**

Sheet Metal – Phase III

Covers the following techniques: square to round on centre – sloping base and sloping top, square to round off centre – sloping base and sloping top, square to round three piece 90 degrees – on centre and off centre, Y branch – round main to square branch pipes, Y branch – flat on one side, cylindrical pipe intersecting a conical pipe – off centre, cylindrical tapered 90 degrees elbow – off centre, and streamlined Y branch – two branch and three branch pipes.
Wed. or Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00
October 4 to February 21
October 5 to February 22 • **SM 910**

Sheet Metal Pattern Drafting

An introduction to the basic principles of pattern drafting required by an apprentice. Using the triangular method, learn to make the following: regular and irregular tapers, square to round and other transition pieces, tapered elbows of different sections, streamlined fittings, and double and multiple branches of different sections.
Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $53.00
October 3 to December 5 • **SM 911**

Stationary Engineering

The Stationary Engineering courses are divided into modules which cover the material needed to write the ministry examinations for accreditation towards a certificate. However, enrolment in any of these courses does not automatically entitle the student to write the ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the winter and spring terms.

Power Plant Chemistry - 1st Class

Course Content: This course covers the following topics: Fuel Systems and Combustion (IV); Water Treatment (IV).
6 to 9 p.m. Casa Loma Campus
30 hours Fee: $53.00
September 21 to November 23 • **STAT 912**

Power Plant Boilers and Auxiliaries – 1st Class

Course Content: This course covers the following topics: Steam Boilers (IV); Steam Plant Auxiliary Equipment (IV); Enforcement of Safety Acts, Codes and Regulations (II).
Thurs. 6 to 9 p.m. Casa Loma Campus
39 hours Fee: $67.40
November 30 to March 1 • **STAT 913**

Power Plant Chemistry - 2nd Class

Topics covered include: Fuel Systems and Combustion (III) and Water Treatment (III).
Tues. 6 to 9 p.m. Casa Loma Campus
33 hours Fee: $57.80
September 19 to November 28 • **STAT 922**

Power Plant Boilers and Auxiliaries – 2nd Class

Topics covered include: Steam Boilers (III), Steam Plant Auxiliary Equipment (III), and Enforcement of Safety Acts, Codes and Regulations (I).
Tues. 6 to 9 p.m. Casa Loma Campus
36 hours Fee: $62.60
December 12 to March 6 • **STAT 923**

Power Plant Chemistry – 3rd Class

Topics covered include: Fuel Systems and Combustion (II) and Water Treatment (II).
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
21 hours Fee: $38.60
September 18 to October 11 • **STAT 932**

Power Plant Boilers and Auxiliaries – 3rd Class

Topics covered include: Steam Boilers (II) and Steam Plant Auxiliary Equipment (II).
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
42 hours Fee: $72.20
October 23 to December 6 • **STAT 933**

Power Plant Chemistry - 4th Class

Topics covered include: Chemistry (I), Fuel Systems and Combustion (I) and Water Treatment (I),
Tues. & Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $53.00
September 19 to October 19 • **STAT 942**

Power Plant Boilers and Auxiliaries – 4th Class

Topics covered include: Steam Boilers (I), Steam Plant Auxiliary Equipment (I) and Plant Services (I).
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
42 hours Fee: $72.20
October 31 to December 14 • **STAT 943**

Registration for the winter term begins Monday November 13, 1989

Driver Training

Professional Driver Improvement Course

Techniques and strategies for commercial straight truck and tractor trailer drivers to assist them in preventing collisions. This series of lectures is designed for professionals in the transportation, education and safety fields.
100 Cherry St.
8 hours Fee: $41.60
For more information about this course call C. Wengle at 867-2050.
Dates: Continuous • **TRAN 905**

Dual Air Brake System

Provides transport drivers with a working knowledge of a dual air brake system. This course is useful for the proposed mandatory air brake endorsement introduced to all holders of Ontario Classified Drivers Licences.
The following topics are covered in the eight sessions:
Braking Systems
– Introduction, Part I — Single Air
– Air Brake System, Part II — Dual Air
– Air Brake System, Part III — Troubleshooting
100 Cherry St.
10 hours Fee: $62.40
For more information about this course call C. Wengle at 867-2050
Dates: Continuous • **TRAN 906**

Driver Instructor Education Course

This course is conducted in accordance with the regulations established by the Ministry of Transportation and Communications which govern the licensing of driving instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation and Communication Driver Examination Centre.
130 Hours (90 classroom hours, 40 in-car hours)
Fee: $889.00
Evening Course/Day Course
September 12 to December 21
For more information please contact the Industrial Training Division at 867-2273

Tractor Trailer Training

Prerequisite: Ontario "D" Licence, heavy straight truck experience.
Trains the student to operate tractor trailer units with multi-range transmissions under varying load conditions. Hands-on experience with various tractor trailer units is included. Other topics discussed are: vehicle inspection, air brakes, coupling and uncoupling the tractor trailer combination, backing manoeuvres and driving in light and heavy traffic.
Sat. 8 a.m. to 6 p.m. 100 Cherry Street
60 hours Fee: $1298.80 Material Fee: $100.00
For more information about this course call C. Wengle at 867-2050.
• **TRAN 900**

Air Brake Instructors Course

Prerequisite: Basic knowledge of air brake system.
This course covers preparation for instruction, objectives, timetables, and a complete review of the air brake system as required by Canadian Motor Vehicle Safety Standards 121. This course includes practical demonstrations given on a single and dual air brake board.
Mon. through Fri. 8 a.m. to noon
100 Cherry Street
20 hours Fee: $221.30
For more information about this course call C. Wengle at 867-2050 • **TRAN 800**

Classified Driver Improvement Program

Prerequisite: Commercial driver.
This course covers the following topics: defensive driving, occupational health and safety, first aid, and dangerous goods. This course is designed to introduce commercial drivers to the legal responsibilities they have as the operators of transport vehicles and driving strategies and techniques designed to assist in preventing collisions.
Mon., Tues. and Wed. 6 to 10 p.m.
100 Cherry Street
For more information about this course call C. Wengle at 867-2050
12 hours Fee: $62.40 Material Fee: $25.00
Dates: Continuous • **TRAN 801**

Transport Driver Training Course

Prerequisite: Classified licence holder.
This course covers the following topics: orientation; professional standards; and documentation in truck transportation. The course is designed to introduce the student to the importance of driver documentation.
Tues., Wed. and Thurs. 6 to 10 p.m.
For more information about this course call C. Wengle at 867-2050
100 Cherry Street
12 hours Fee: $62.40
Dates: Continuous • **TRAN 802**

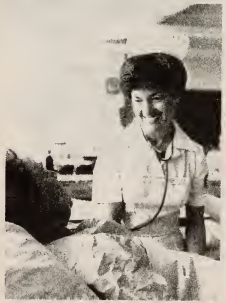
Straight Truck Training

Prerequisite: Class G licence; 1 year of driving experience in car, knowledge of manual transmission.
Students learn to operate straight trucks equipped with 5 speed transmissions and 2 speed axles and ten speed Fuller transmissions. Other topics discussed are vehicle inspection, air brakes, backing, manoeuvres, and driving in light and heavy traffic. Evenings or Saturdays, time to be determined.
For more information about this course, call C. Wengle at 867-2050.
100 Cherry Street
40 hours Fee: $525.00 Material Fee: $75.00
Dates: TBA • **TRAN 904**

Professional - Tractor Trailer Training

Prerequisite: Class G Licence, 1 year driving experience in car, knowledge of manual transmission.
This course provides the student with the skills to professionally operate Tractor Trailer units with manual multi-range transmission under varying load conditions. These skills are acquired by involving students in a theory and practical classroom environment. The topics discussed in these two learning locations are: vehicle inspection, air brakes, coupling and uncoupling the tractor trailer combination, backing manoeuvres and driving actual vehicles in both city and highway traffic conditions.
For more information about this course, call Ms. C. Wengle at 867-2050.
100 Cherry St.
120 hours Fee: $2085.00 Material Fee: $100.00
Dates TBA • **TRAN 907**

Health Sciences



Registered Nurse Critical Care Program

The Critical Care Nursing Program is designed to prepare the Registered Nurse to provide competent care to critically ill adults. The program is organized into two phases each consisting of a theoretical and clinical component.
The focus in Phase I is on learning core concepts of Critical Care Nursing through the study of stable, critically ill patients. During Phase II, students are expected to build upon core concepts and focus on unstable, critically ill patients suffering from complex, multisystem problems.
Graduates from the Critical Care Program receive a Certificate in Critical Care Nursing.

Admission Requirements

1. Current certificate of competence, College of Nurses of Ontario
   OR
   Eligibility for registration in Ontario obtained by contacting the College of Nurses of Ontario: (416) 928-0900.
2. A minimum of one year of current nursing experience in an active medical/surgical unit.
3. Completed medical.
4. B.C.L.S. (Heart & Stroke Foundation).
5. Reference from most recent unit manager would be of value.
6. Attendance at an Information/Selection session.

To apply, please contact:
Mrs. Nazlin Kassam
Critical Care Nursing Program
George Brown College
Box 1015, Station B
Toronto, Ontario
M5T 2T9

Telephone: (416) 867-2345

Start Dates

The fulltime program is offered twice a year:
September to December (16 weeks)
February to June (16 weeks)
The part time program begins each September. Students must successfully complete Phase I Theory and Clinical Practicum to be eligible for entry into Phase II.
The theory component of the part time program is offered one day a week between September and May. Students are also required to complete 3 separate weeks of clinical practicum. Dates of clinical practicum are announced early in September.
Clinical practice is normally scheduled in a metro Toronto critical care setting. Specific clinical arrangements for hospitals outside of the metro area and for those hospitals wishing to sponsor students for theory courses may be made by contacting the College. For further information, please call Mrs. Nazlin Kassim, 867-2345.
Note: Phase I Courses are taught as an integrated program and students are therefore asked to register for all four courses at the same time.

Fall Schedule
Theory (Nightingale Campus)
Tuesdays 8 a.m. - 3 p.m.
September 12 to November 28
Clinical T.B.A
Total hours Phase I - 210 hrs
Total fees Phase I - $315.00
Winter Schedule
Theory (Nightingale Campus)
Tuesdays 8 a.m. to 3 p.m.
January 2 - March 20, 1990
Clinical T.B.A.
Total hours (Clinical & Theory - 205 hours
Total fees - $ 307. 50

Phase I

Critical Care Nursing: Theory & Labs General

This course provides core nursing theory and skills essential in caring for a stable, critically ill patient. Content focuses on a holistic approach emphasizing that interventions in one system produce effects in related systems. Nursing skills are practised in classroom and clinical settings.
Theory includes:
- Physical examination: Theory and Labs
- Nursing process
- Anatomy &Physiology of major systems
- Cardiac monitoring and electrophysiology
- Ventilators
- Arterial pressure monitoring

Skill development includes:
- Venipuncture/IV's
- Insertion of N/G tubes
- ICP monitoring
- ABG interpretation
- recording a 12 lead ECG
- Chest physio techniques, etc.

50 hours • **CCN 400X**

Critical Care Nursing: Pathotherapeutics

This course covers content relating to pathology and pathophysiology, assessment, diagnostic and therapeutic modalities, and medical and nursing management. Core concepts of biodynamics, stress, adaptation and deviations in relation to the vital systems are emphasized.
Theory includes:
- Pathophysiology of selected diseases e.g. ARDS, pulmonary edema/embolus, flail chest, intracranial bleed, head and spinal cord injury, atherosclerosis and myocardial infarctions, GI bleeds, pancreatitis, etc.
- Establishing and maintaining an airway
- Care of ventilated and pavulonized patients
- Interpretation of basic arrhythmias

45 hours • **CCN 401X**

Nursing Issues & Values

This course has two focuses: behaviour and value systems. The course explores and analyzes communication techniques and emphasizes listening skills, nonverbal cues and assertiveness. Opportunities to practise these skills are provided in the classroom setting.
In addition, students examine ethical and moral issues and their implications in current nursing practice. Content also introduces relevant law and issue of truth, confidentiality and consent.
10 hours • **HUMN 402X**

Critical Care Nursing: Practicum - General

This course provides the opportunity to apply theory and skills obtained in CCN 400 and CCN 401 in a clinical setting. Supervised care is given to patients selected for problems commonly found in these units, and whose condition is relatively stable. Post conferences facilitate expansion of knowledge through sharing, and practise of leadership and teaching skills.
Observational experiences in diagnostic and surgical procedures are also planned.
105 hours • **CNN 402X**

Phase II

Critical Care Nursing: Theory - Advanced

The focus in this course is on the development of the knowledge and skills required to provide competent care for unstable, critically ill patients with multisystem problems. Core concepts remain the same but are explored in greater depth.
Theory includes:
- Hemodynamic monitoring
- Vascular conditions, e.g. abdominal aortic aneurysm & hypertension
- ACB and valvular repair
- Endocrine disorders, e.g. diabetic vs. nonketotic, hyperosmolar coma, adrenal crisis
- Immune system and infections in the ICU
- Shock
- Renal failure
- Advanced arrhythmias & 12 lead ECG interpretation
- Mock arrest and defibrillation

100 hours • **CNN 403X**

R.N. Perinatal Intensive Care Nursing

Prerequisites: Current certificate of competence, College of Nurses of Ontario; out-of-province students must be eligible for registration in Ontario; current nursing experience in the area of perinatology (i.e. obstetrics, nursery, N.I.C.U.) is an advantage, B.C.L.S. (Heart & Stroke Foundation), medical; brief resume; reference letter from current head nurse/supervisor, information/ session.
This program prepares the registered nurse to provide comprehensive care to critically ill newborns in an intensive care setting and to provide support and education to their families.
Theory includes:
- current concepts of perinatal nursing and high risk pregnancy
- care required prior to and during transportation of the newborn
- intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
- emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:
- participant observation in a high risk labour and delivery unit
- total care of the critically ill newborn including assisted ventilatory care
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre- and post-op care
- blood sampling and intravenous insertion experience (according to hospital policies)
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant

Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded for successful completion of all four courses of the program (i.e. PER 400X, PER 401X, PER 402X, PER 403X).
The program is also offered on a full-time basis, starting in September and February. For more information and interview dates, call Heather Urquhart at 867-2351 (2310). • **NU 406**

Perinatal Nursing Theory

This course provides a basic introduction to the field of perinatal and neonatal nursing.
Perinatal Nursing Theory is designed to cover: management of high risk pregnancies; embryology; transition to extrauterine life; neonatal resuscitation; neonatal physiology, and legal and ethical issues.
Thurs. 9 a.m. to 4 p.m. Nightingale Campus
105 hours Fee: $173.00
September 7 to January 18 • **PER 400X**

Family Practice Nursing

Family Practice Nursing

Prerequisite: Registered Nurse
Designed to broaden the knowledge of R.N.s working in family practice settings. Classes in the first half of the course cover such topics as: interviewing, taking a history, telephone assessment skills, drugs commonly used in family practice, nutrition update, and basic diagnostic imaging procedures. The second half of the course deals with the theory and process of health education and includes seminars related to health maintenance.
Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
24 hours Fee: $43.80
September 21 to December 7 • **NURS 948**

R.N. Rehabilitation Nursing

Prerequisites: Current certificate of competence, R.N. and R.N.A.) College of Nurses of Ontario, and one year of nursing experience.
This course is designed to provide the R.N. and R.N.A.with the basic skills and knowledge needed to care for physically disabled individuals or those with long-term health care needs.
To be offered Winter 1990.

R.N. Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses

Prerequisites: Current Ontario certificate of competence and one year of accumulated experience in nursing within the last five years. Preference is given to nurses currently enrolled in the Occupational Health Nurses Program and employed in occupational health nursing. For more information call Jackie Salmona at 867-2320 • **NU 408**

This academic year, George Brown College is scheduled to offer the following course:

Statistics and Epidemiology

Course Content: This course stresses utilization of the research process. Emphasis is on practical rather than theoretical considerations. Content centres around basic statistics which can be used to interpret and discuss the validity of statistical studies and/or to carry out basic statistical research in the occupational health field.
Wed. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $53.00
September 27 to November 29 • **NURS 928**

Added Skills

Body Systems Update: Conditions, Tests, Procedures

Prerequisite: R.N.
This course is designed to provide the Registered Nurse with a comprehensive review of the body's major systems: Cardiovascular, Respiratory, Renal, Endocrine and Neurological. Course content includes:
- Review of Anatomy and Physiology of above systems
- Fluids and Electrolytes
- Arterial blood gases
- Management of patients with the following conditions: diabetic and nonketotic hyperosmolar coma, hypercalcemia, myocardial infarction, tracheostomies, airways, fluid and electrolyte imbalances
- Interpretation of arterial blood gases, CBC, PT, PTT, electrolytes
- Nursing care of patients undergoing diagnostic tests such as CT scans, lung scans, magnetic resonance imaging, angiograms
- Discussion of Hickman and Porto Cath lines.

Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $62.60
September 19 to December 5 • **NURS 951**

AIDS and the Nursing Profession

Prerequisite: R.N. or R.N.A.
This course is designed to assist the R.N. and R.N.A. in caring for the patient with a diagnosis of AIDS, ARC, or HIV sero-positive. The nurse further develops pre-existing psycho-social skills in dealing with families and friends of AIDS patients.

CITY CPR CENTRE

George Brown The City College

You are faced with a life-threatening situation Someone is suffering from a heart attack, drowning, electrocution, or accident. Are you prepared? The City C.P.R. Centre offers a variety of C.P.R. and First Aid courses to meet the needs of the general public and helping professions. Invest as little as 4 hours to buy some peace of mind.

For information about any of our C.P.R./First Aid courses please call Sheryl Wallis at 867-2350.
Students must register at least one week prior to the start date of the course.
All of the courses involve some degree of physical contact with fellow students.
All C.P.R. and First Aid courses result in certification from the Heart and Stroke Foundation of Ontario and/or Canadian Red Cross.

General Public

Infant and Child CPR

Developed in collaboration with the Poison Information Center and Family Information Center of The Hospital for Sick Children. Children and accidents seem to go together. That's why we offer courses in Infant/Child C.P.R.
Learn: C.P.R. techniques for infants and children — child safety — poison prevention — how to child-proof your environment — ways to use community emergency resources — and more!!
Sun. 12:30 to 5:30 p.m. Nightingale Campus
5 hours Fee: $20.80
August 20, September 10, 24, October 15, 29, November 12, 26, December 10 • **CPR 905**
Note: Courses can be run in your home or organization (minimum enrollment 6 people). We also offer an Infant/Child C.P.R. course especially designed for the daycare setting.

Managing Childhood Emergencies

The City C.P.R. Centre provides workshops designed for people working with young children. The purpose of these workshops is to provide the knowledge and skills required to assess and manage basic child-centered home emergencies such as bleeding, blocked airways, shock and poisoning. The workshop covers emergency first aid and Infant/Child C.P.R. Certification should be renewed yearly.
Mon. 6:15 to 9:30 p.m. September 18, 25 and October 2 or
Fri. 6 to 9 p.m. and Sat. 9 a.m. to 4 p.m. November 10, 11
Nightingale Campus
10 hours Fee: $16.00 Material Fee: $25.00
• **CARE 911**

Heartsaver

Set aside some time, bring a friend or a spouse, and learn to become a Heartsaver. Learn what a heart attack is, how to recognize it and what actions to take. One-rescuer C.P.R. and emergency skills for choking will be featured.
Sun. 1 to 5 p.m. Nightingale Campus
4 hours Fee: $15.60
September 17 or November 19 or December 3 • **CPR 901**

Managing Basic Emergencies

The City C.P.R. Centre provides courses designed to help people deal with life threatening emergencies. The knowledge and skills are acquired to help students deal with emergencies such as bleeding, choking, shock and poisoning. Discussion involves heart disease, heart attack, how to recognize it and what to do about it. One rescuer adult C.P.R. and emergency skills for the choking adult will be featured. This course is especially useful for those in the business setting. The workshop covers Emergency First Aid and the Heartsaver program. Certification should be renewed yearly.
Mon. 6:15 to 9:30 p.m. Nightingale Campus
10 hours Fee: $16.00 Materials Fee: $25.00
November 13, 20, 27 or Fri. 6 to 9 p.m. and Sat 9 a.m. to 4 p.m. November 10, 11
• **CARE 912**

First Aid — Standard

Provides students with knowledge and skills in standard first aid procedures according to the guidelines established by the Canadian Red Cross Society. Certification is valid for 3 years.
Wed. 5:30 to 9:30 p.m. and Sat/Sun. 9 a.m. to 5p.m. Nightingale Campus
18 hours Fee: $28.80 Materials: $15.00
September 27, 30, Oct. 1
October 25, 28, 29, November 22, 25, 26 •
HEAL 102X

Advanced First Aid

Prerequisite: Must have completed the Red Cross Standard First Aid and have current Basic Rescuer certificate. This 40 hour course follows the guidelines of the Canadian Red Cross. It is designed for the First Aider who wishes to expand the knowledge and skills learned in the Standard First Aid course and/or who wishes to go on to become a First Aid instructor. All registrants must contact Sheryl Wallis at 867-2350 to receive pre-course material.
Mon. to Fri. 9-5, Fri. 5:30 - 9:30 p.m., Sat., Sun., 9 - 5, Nightingale Campus.
40 hours Fee: $69.00 Material Fee: $50.00
August 21 to August 25 or September 22, 23, 24 and September 29, 30, October 1
• **HEAL 901**

For the Helping Professions

Neonatal Resuscitation

This course is designed to update skills and knowledge in the principles and procedures of neonatal resuscitation. Course content includes: transition to extrauterine life; acid/base balance; predisposing maternal/fetal conditions; neonatal conditions requiring resuscitation; infant resuscitation (delivery room, nursery); advanced life support; and an infant resuscitation practice session. This course is available at Nightingale Campus or on-site at clinical locations. To arrange a course at your institution (min. enrolment of 10) please contact Sheryl Wallis at 867-2350.
Mon. and Tues. 9 a.m. to 4:30 p.m.15 hours Fee: $24.00 Material Fee: $10.00
October 23 and 24 • **NEO 900**
Note: This is not a certificate course.

Neonatal Resuscitation Update

This course is designed to review the skills and principles covered in NEO 900. Neonatology is a rapidly progressing field and new trends in perinatal resuscitation will be examined. The course involves some independent study. This course is available at Nightingale Campus or on-site at clinical locations. To arrange a course at your institution (min. enrolment of 10) please contact Sheryl Wallis at 867-2350.
Wed. 8:30 a.m. to 6:30 p.m.
10 hours Fee: $16.00 Material Fee: $10.00
October 25 • **NEO 901**
Note: This is not a certificate course.

First Aid Instructor Training

Prerequisite: Must have completed the Red Cross standard first aid course within the three-month period prior to the course; and must have current Basic Rescuer Certificate.
This course is designed to prepare students to develop and teach Standard and Emergency First Aid courses according to the guidelines and standards of the Canadian Red Cross Society.
Nightingale Campus
20 hours Fee: $37.00 Material Fee: $25.00
Wed. 5:30 to 9:30 p.m.
October 11 and
Sat. and Sun. 9 a.m. to 5 p.m.
October 14, 15 • **HEAL 900**
Note: All registrants must contact Sheryl Wallis at 867-2350 to receive precourse material.

Cardiopulmonary Resuscitation — Basic Rescuer

Basic cardiac life support (BCLS) is a first aid procedure performed by trained professionals. It is a component of Emergency Medical System (EMS). The course covers the concepts of basic life support measures in emergency cardiac care and psychomotor skills of cardiopulmonary resuscitation with adults, children or infants in pulmonary and/or cardiac distress. It follows guidelines set by the Canadian Heart & Stroke Foundation. Certification is valid for one year only.
Tues, Thurs. and Fri. 5:30 to 9:30 p.m. and Sat. 9 a.m. to 5:30 p.m.
Sat. and Sun. 9 a.m. to 4 p.m.
Nightingale Campus
12 hours Fee: $19.20 Materials: $10.00
August 22, 24, 29 or September 12, 14, 19 or October 10, 12, 17 or November 14, 16, 21 or December 5, 7, 12
September 8, 9 or October 13, 14 or November 10, 11 or December 8, 9
August 26, 27 or September 23, 24 or October 28, 29 or November 25, 26 • **CPR 902**

Cardiopulmonary Resuscitation — Basic Rescuer Extended

This 16 hour course covers the knowledge and skills oulined in CPR 902. Extra time is allowed to discuss the theory and concepts as well as time to practise the psychomotor skills involved.
Guidelines from the Canadian Heart and Stroke Foundation are followed. Certification is valid for one year only.
Friday 5:30 to 9:30 p.m. Sat./Sun 9-5 Nightingale Campus
16 hours Fee: $25.60 Material $10.00
August 25 - 27 or November 24 - 26 • **CPR 902E**

Cardiopulmonary Resuscitation Basic Rescuer Recertification

Prerequisite: Ontario Heart & Stroke Foundation Basic Rescuer Certification. Proof of currently-valid certificate must be presented at the first class. Certification is valid for one year only.
Course Content: This course reviews and updates material and methods presented in the Basic Rescuer course and recertifies holders of this certification.
Mon. and Wed. 5:00 to 10:00 p.m.
Fri. 6 to 9 p.m. and Sat. 9 a.m. to 5 p.m.
Nightingale Campus
10 hours Fee: $16.00 Materials: $10.00
August 21, 23, August 28, 30, September 11, 13, October 16, 18, November 6, 8, December 4, 6
August 25, 26, September 15, 16, October 13, 14, November 17, 18, December 1, 2 • **CPR 903**

C.P.R. Instructor Training

Prerequisite: Must have completed Basic Rescuer within the three-month period prior to the course, and must be well-versed in modalities.
Course Content: This course is designed to prepare students to teach the general public and health professionals the knowledge and skills of C.P.R. Focuses on adult education and course development.
Nightingale Campus
18 Hours Fee: $28.80 Materials: $20.00
Fri. 6 to 9 p.m., Sat. and Sun. 9 a.m. to 5 p.m.
August 25, 26, and 27 or
September 22, 23, and 24
October 27, 28 and 29 or
November 17, 18, 19
• **CPR 900**
Note: All registrants must contact Sheryl Wallis at 867-2350 to receive precourse material.

C.P.R. Instructor Recertification

This course reviews and updates material covered in the C.P.R. instructor course. Required by all instructors on a yearly basis to renew their certification with the Heart & Stroke Foundation of Ontario. The course involves some independent study.
Sat. 9 a.m. to 7 p.m.
Nightingale Campus
10 hours Fee: $16.00 Materials $5.00
August 27, September 23 or November 18
• **CPR 907**
Note: All registrants must contact Sheryl Wallis at 867-2350 to discuss precourse preparation.

TO REGISTER…

IN PERSON:
Nightingale Campus
2 Murray St.
Campus Manager's Office
1:00 – 7:00 p.m., Mon. – Thurs.

BY MAIL
Please use the "Mail-in Registration" form on page 90.

FOR REGISTRATION INFORMATION:
Please see page 90 or call 867-2552

FOR COURSE INFORMATION:
For information about any of our CPR/First Aid courses please call Sheryl Wallis at 867-2350

The nurse develops a systematic approach in developing a complete nursing care plan that may be used by the patient in the hospital and/or community.
Thurs. 6 to 9 p.m. Nightingale Campus
24 hours Fee: $38.40
September 21 to November 9 • **NURS 929**

Certificate in Cardiac Monitoring

The purpose of this 2-part certificate is to provide members of the health care team with the skills and knowledge necessary to analyze and interpret arrhythmias and 12-lead electrocardiograms.

Part I

Interpretation of Arrhythmias

Prerequisite: RN or permission from the instructor.
This course is designed to provide knowledge and skill in the interpretation of arrhythmias. Course content includes: introductory principles; vectors; anatomy and electrophysiology of the heart and conduction system; autonomic nervous system; cardiac electrophysiology; systematic analysis for basic and advanced rhythm strips; cardiac arrests; heart blocks; drug therapy; pacemakers and bedside monitoring.
Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $62.60
September 12 to November 28 • **NURS 953**

Part II

To be offered Winter 1990.

Nursing

Pharmacology for Registered Nurses

Allows registered nurses to update their knowledge of pharmacology. After a review of the basics of pharmacology, the topics covered include: sources of information about drugs, classification of drugs into groups, a study of the groups according to their effect/action, uses, side and toxic effects, and the implications for administering the drug. Material is presented through lectures, discussions and individual study.
Mon. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $77.00
September 11 to January 8 • **PHAR 900**

R.N. Examination Review

Assists graduate nurses in preparing to write the nurse registration examinations in Ontario. In a seminar format, students review the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing. Students are given guidelines on how to write multiple choice examinations and get practice writing comprehensive tests similar to the provincial registration examinations.
Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $91.40
October 12 to December 11 • **NURS 927**

Physical Assessment Series

Physical Assessment

Prerequisite: Current certificate of competence, College of Nurses of Ontario.
Assists the R.N. in developing basic skills in the physical assessment of adults. The course uses a systems approach to physical examination and looks at patient care from a problem-solving approach. Recognition of the range of normal findings is emphasized with some discussion of common abnormalities and a review of taking histories and recording. Lectures are augmented by demonstrations of techniques, and each class includes a practice session in which every student is expected to participate. In-depth review of relevant anatomy and physiology is the student's responsibility.
Tues. 6:30 to 9:30 p.m.
Nightingale Campus
36 hours Fee: $62.60
September 19 to December 5 • **NURS 931**

Pediatric Assessment

Prerequisite: Registered nurse.
Developed in cooperation with the Hospital for Sick Children, this course provides nurses with the basic skills needed in the physical assessment of children from birth through adolescence. Recognition of the range of normal findings is emphasized. Lectures, demonstrations and practice sessions are used to present material.
Tues. 5 to 8 p.m.
Classes at Hospital for Sick Children — Register at Casa Loma Campus
36 hours Fee: $57.60
September 12 to November 28 • **NURS 946**

Registered Nursing Assistants

R.N.A.: Physical Assessment

Prerequisite: Current certificate of competence as an R.N.A. in Ontario.
This course assists R.N.A.s in developing basic physical assessment skills with adult patients. The course covers recognition of the range of normal findings with some discussion of common abnormalities. Prior to class, R.N.A.s are expected to have reviewed basic anatomy and physiology. Classes include history-taking, recording, and a systems approach to physical examination. Practical sessions are included.
Mon. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $53.00
September 18 to November 27 • **NURS 952**

R.N.A.: Administration of Medications

Enables registered nursing assistants to meet the minimum level of competence in the administration of medications as outlined in the Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants. Discussion of the theory involved includes: control, types and uses of medications, actions and effects of medications, drug classification, preparation and methods of administration, and reporting, recording and transcribing a physician's written order for medications. Practical experience in a clinical setting includes: self-study, the use of independent learning packages, testing and participant observation.
Wed. 5:30 to 9 p.m. Nightingale Campus
52 hours Fee: $83.20
September 6 to December 13 • **NURS 404**

R.N.A.: Surgical Aseptic Procedures

Prerequisite: Current Ontario certificate of competence as a registered nursing assistant or proof of eligibility.
Enables registered nursing assistants with a variety of nursing experiences to meet the minimum level of competence in surgical asepsis as outlined in the Standards of Nursing Practice for Registered Nurses and Nursing Assistants. The 20 hours of theory include: the basic elements of microbiology, body defence mechanisms, the principles of surgical asepsis and their application, patient teaching, and appropriate reporting and recording. Sixteen hours of simulated practice increase competence in surgical asepsis procedures and related activities. Independent learning packages are used to help master psychomotor skills.
Thurs. 5:30 to 8:30 p.m.
Nightingale Campus
36 hours Fee: $62.60
September 21 to December 7 • **NURS 945**

Dental Assisting Certificate

This program is offered by the Health Sciences Division, Continuing Education Department of George Brown College. It enables a **dental assistant** working full-time in a dental office (35 - 40 hours a week) to complete the required courses for a certificate in dental assisting in three years. Every course is offered over the three year period. Students should only take some of the subjects in any year, with the goal of completing the program in a maximum of five years.
Prerequisites: Applicants should have an Ontario Secondary School Graduation Diploma with grade 11 or 12 credits in biology and chemistry, or the equivalent, and typing at 30 w.p.m.

A more detailed description and an application form are available from Kathy Kwasnycia at 944-4557.
Applications should be received before August 14 and must include a letter from an employer-dentist. Incomplete applications will not be processed.
The following courses must be completed to obtain the certificate:
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Dental Assisting students who are eligible to graduate in the current academic year must apply in writing by including proof of eligibility. All students must show competency in cardiopulmonary resuscitation, at the basic rescuer level, prior to graduation. Application for Graduation forms are available from Kathy Kwasnycia at 944-4557.

Introductory Psychology

This course provides an introduction to psychological theory and patient management for dental auxiliaries.
Psychological theory — historical background, methods used to study behaviour; biological bases of behaviour; learning; motivation and emotion; perception; development, language and thought; altered states of consciousness; introduction to social psychology; personality; abnormal psychology. Patient management — communication; role behaviour; first impressions; interviewing response and evaluation education, motivation and persuasion; building a good dental health team; conflict management and problem-solving.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $77.00
September 7 to December 14 • **PSY 171**

Oro-Facial Anatomy

Through lectures and laboratory sessions, topics introduced include: basic dental terminology, major notation systems, the development, structure, form and function of teeth, eruption chronology, functional relationships between teeth and supporting structures, and dental anomalies and variations.
Mon. or Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $77.00
Wed. September 6 to December 13
Mon. September 11 to January 8 • **ANAT 102X**

Microbiology

This course provides an introduction to microbiology with a particular emphasis on oral microbiology, disease transmission and control.
Mon.. 6:30 to 9:30 p.m. Casa Loma Campus
15 hours Fee: $24.00
September 11 to October 16 • **BIO 104X**

Dental Technology

Dental Technology Certificate Programs

George Brown College is pleased to announce a new series of evening programs in dental technology. The programs include:
— Certificate in Partial Dentures
— Certificate in Full Dentures
— Certificate in Orthodontics
— Certificate in Crown & Bridge and Ceramics
Each program is comprised of a number of required courses plus a set of elective courses. The electives determine individual certificates.

Required Courses:
Language and Communication ENG 106X
SBM 300X
Oro-Facial Anatomy ANAT 102X

Electives:
Complete Dentures: Part I
Complete Dentures: Part II
Orthodontics: Part I
Orthodontics: Part II
Introduction to Crown & Bridge and Ceramics: Part I
Introduction to Crown & Bridge and Ceramics: Part II
Partial Dentures: Part I
Partial Dentures: Part II

The programs are designed to upgrade the skills and knowledge of people currently working in the field. Successful graduates of the Certificate programs may want to continue their training by applying to take the full-time Diploma program in Dental Technology. Required courses correspond to the material covered in the full-time program and students successfully completing these courses may apply for advanced standing. The elective courses are designed as introductory courses and are not direct equivalents to the full-time laboratory courses. Students accepted into the full-time program may, however, apply for a partial exemption based on grades and skill level.

Admission requirements: Applicants must be employed in a dental laboratory, or must have received permission from the course instructor. While students may be accepted into individual courses, preference will be given to those students who enrol in a full Certificate program.

Orientation/Registration:
Applicants are asked to attend an orientation/registration session. Faculty will be available to answer questions and help plan schedules.
Orientation for part-time students takes place:
Tuesday, August 23, 6 to 9 p.m.
Cafeteria, Casa Loma Campus
160 Kendal Ave.

Introduction to Fixed Prosthodontics (Crown and Bridge)

Prerequisite: ENG 106X, ANAT 102X
This course is designed to provide persons employed in the dental field with the opportunity to gain a broad knowledge of the design and fabrication of fixed restorations.
The course is well balanced in theory and practice. Topics discussed include:
- Functional Dental Anatomy
- Dental Materials
- Concepts of Occlusion
- Fabrication of Models and Dies
- Dental Articulators and Related Devices
- Fabrication of Single and Multiple Restorations

Instructor: J.V. Regalado
Mon. and Wed. 6 -9 p.m. Casa Loma Campus
90 Hours Fee: $149.00 Materials: $70.00
September 6 to December 18
Students are required to supply their own tools

R.D.T. Examination A Preparatory Course

Prerequisite: Registration with the GBDT as a candidate for the R.D.T. examination.
This course is designed to provide candidates for the R.D.T. examination with the opportunity to improve their skills both theoretical and practical in accordance with the qualifications set forth by the GBDT's Examination Committee.
The following topics will be covered:
- Theory and practice of complete and removable partial dentures
- Theory and practice of fixed prosthodonces
- Theory and practice of fixed and removable orthodontics.
- a review of oral anatomy and dental materials

Instructors: Mr. Mike Vakalis, D.T.F.C.D.A.
Mr. J.V. Regalado, R.D.T.,C.D.T.
* to be announced on a later date
Mon. and Wed. 6 - 9 p.m. Casa Loma Campus
90 Hours Fee: $149.00 Materials: $100.00
Candidates are required to supply their own tools.
January 3 to April 16 • **DENT 937**

Full Dentures: Part I

Co-requisite: Oro-Facial Anatomy
This course is designed to provide an introduction to the construction of full dentures. Students are introduced to: prosthodontic techniques; preliminary impressions and casts; custom trays; master casts; base plates and occlusal rims.
Emphasis is placed on recognizing anatomical structures and their relation to denture construction, the sequencing of prosthodontic treatment required for complete dentures, pouring of preliminary impressions, and the construction of custom trays. Students beed box, pour master casts and construct base plates and occlusal rims.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $77.00 Materials: $75.00
September 6 to December 13 • **DENT 944**

Orthodontics: Part I

Prerequisite: Oro-Facial Anatomy and Dental Materials.
This course is designed to introduce the basic techniques and knowledge required to fabricate removable and fixed orthodontic appliances.
Course content focuses on trimming; soldering different wire gauges; bending adams clamps; fabricating labial arches; banding teeth on a model; manipulating cold cure acrylic resins; fabrication of simple space maintainers; and trimming and polishing appliances.
Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $77.00 Materials: $35.00
September 6 to December 13 • **DENT 946**

Pre-Clinical Techniques

Prerequisite: Oro-Facial Anatomy.
Co-requisites: Dental Materials; Microbiology; Completed Medical Form.
Through lecture and practical experience the student will become knowledgeable in the clinical functions to be assumed in professional life.
Operating room decorum, instrument identification, materials, chairside assisting procedures, patient management, and ethics are the major areas of concentration.
Wed. 6:30 to 9:30 p.m. (plus 5 Sat. sessions)
Casa Loma Campus
125 hours Fee: $205.00
October 18 to June 6 • **PCT 101X**

Dental Materials

Prerequisite: Oro-Facial Anatomy
The lectures are designed to develop an understanding of the chemical and physical properties and uses of restorative dental materials, impression materials, waxes, prosthetic materials, gypsum products, metals and ceramics. The laboratory course allows the student to manipulate these materials meeting all appropriate criteria.
Wed. 6:30 p.m. to 9:30 p.m. Casa Loma Campus
96 hours Fee: $158.60 Material Fee: $25.00
September 6 to April 25 (plus some Saturdays)
• **DENT 951**

Dental Radiology

Prerequisite: Oro-Facial Anatomy.
This course presents a study of the principles and applications involved in the exposure, processing and mounting of dental radiographs. Emphasis is placed on the understanding and employment of radiation hygiene measures and standard intra-oral radiographic techniques. The student will apply these principles through seminar-demonstrations and clinical experience.
Thurs. 6:30 to 9:30 p.m.; 2 Saturdays, 9 a.m. to 4 p.m. Casa Loma Campus
60 hours Fee: $101
September 7 to December 14 • **DENT 109X**

Continuing Education for Dental Assistants and Hygienists

Dental Radiography

Prerequisite: Working in a dental office and have already successfully completed Oro-Facial Anatomy 102X at GBC.
This theory and practical course is designed to review the principals and application of dental radiography. The course will focus on radiation safety measures followed by skill development in short cone bisecting and long cone paralleling techniques.
Please note: This is not a credit course for the Dental Assisting Certificate but will provide H.A.R.P. certification.
Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $101.00
January 11 to May 24 • **DENT 933**

Graphic Arts

Graphic Design Diploma Credits

The Visual Arts Department offers part-time credit courses in the Graphic Design program. Credits obtained part-time are transferable to the full-time diploma program.
Courses are offered in segments to equalize the hours per semester of the full-time program.
Students develop their skills in graphic design and advertising arts to the highest level of competence.
Upon graduation, students can begin their career as a junior artist and progress to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.
All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks before the course starts. Graduates receive a diploma after completion of the program.
These courses may be taken as non-diploma, in which case an interview and an art test are not necessary.
Note: These courses run for two semesters. Students who have completed Semester I may register for Semester II in January. Students may have to purchase additional supplies in some courses.
For more information, call the Visual Arts Department at 867-2012 or 2013.

Drawing Research

Drawing exercises are carried out in various media using still life objects. The emphasis is on line, proportion, shading and textures in both negative and positive form. Perspective is taught in relation to interior renderings and outdoor sketching.
Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $72.20
September 11 to December 18 • **DRAW 120X**

Life Drawing

A traditional approach to drawing based on the human figure. Topics include: understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.
Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $72.20
September 12 to December 12 • **LIFE 121X**

Lettering

A thorough exposure to lettering, beginning with its history, terminology and current usage. Practical work is stressed, starting with pencil and proceeding to pen, brush and marker. The emphasis is on devising letters to indicate special effects.
Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $72.20
September 13 to December 13 • **LETT 122X**

Design

All aspects of two-dimensional design are examined. Geometric and free shapes are used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts are developed.
Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $72.20
September 14 to December 14 • **DES 123X**

Science of Colour

An extensive study of the Itten colour system which explores the colour wheel, tonal scales and the dynamics of colour contrast. Exercises in design and illustration creatively employ the colour concepts presented. Projects on the history of art are also involved.
Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
84 hours total or 42 hrs./semester Fee: $139.40
September 14 to April 12 • **COLR 124X**

Graphic Reproduction Studies

Corequisite: It is recommended that PRNT 125X be taken in conjunction with MECH 126X — Mechanicals.
An introduction to the theories and definitions of printing technology, typesetting, platemaking, camera work and stripping. Develop and complete practical projects based on the theory presented.
Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
84 hours total or 42 hrs./semester Fee: $139.40
September 11 to April 9 • **PRNT 125X**

Mechanicals

This course leads to STGR 130X — Studio Graphics.
An introduction to the equipment and procedures used in preparing art for printing. Develop and increase your skills through class exercises. Overlay and keyline artwork are also covered, as is the use of a stat camera.
One Semester Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $72.20
September 12 to December 12 • **MECH 126X**

Illustration

Prerequisite: Drawing ability and an interest in commercial art.
For beginners or advanced students.
An introduction to basic illustration techniques such as pencil, ink, line and various full colour techniques such as watercolour, gouache, and acrylic. From basic exercises involving anatomy, perspective and portraiture, advance to a wide variety of commercial applications. Demonstrations will be provided.
Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $72.20
September 13 to December 13 • **ILLS 128X**

Typographical Design

Study the ordering and application of suitable typefaces, including basic measurements and copyfitting and apply this knowledge to designing with actual type. Felt-tip marker indication is stressed.
Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $72.20
September 12 to December 12 • **TYPO 129X**

Marker Rendering Techniques

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques are thoroughly explored.
Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $72.20
September 11 to December 18 • **MRK 131X**

Career Oriented Courses

Note: Students may have to purchase additional supplies in some courses.

Advertising Design Basic

Prerequisite: An interest in art.
Study the theories of commercial art and graphic design and get practical experience in the following: thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups, and colour separation by amberlith overlays.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $20.00
September 13 to December 13 • **ADES 900**

Advertising Design Advanced

Prerequisite: ADES 900 — Advertising Design Basic or a basic knowledge of design copyfitting and mechanicals.
Design and prepare camera-ready art for a number of advanced level projects, including: print media advertisements, logo designs and their application to stationery, package design, promotional design, and typographical design. Learn to operate a stat camera and an IBM composer and examine methods of colour reproduction and production.
Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $20.00
September 11 to December 18 • **ADES 902**

Retail Advertising Layout — Basic

Prerequisites: An interest in commercial art and drawing ability.
An introduction to the practical day-to-day aspects of retail advertising layout. Learn to produce successful retail advertisements and solve any design problems in the visualization and rendering of the layout. Other topics covered include: basic copyfitting and layout techniques, merchandise problems, dealing with clients, translating design solutions into photographic terms, merchandising, demographics; different print media including newspapers, magazines and direct mail advertising and their application to various segments of the market. A wide variety of assignments enable students to gauge their abilities and progress.
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20
September 12 to December 12 • **ADES 905**

Retail Advertising Layout — Advanced

Prerequisite: ADES 905 — Retail Advertising Layout — Basic or knowledge of copyfitting and basic layout techniques.
This course offers students an in-depth look at Retail Advertising Layout, using basic layout skills to develop portfolio pieces and a deeper understanding and facility in designing clear, comprehensive layouts. A wide variety of different kinds of formats and advertising will be covered in weekly assignments; from all-type ads, catalogue, direct mail and newspaper to format and in-store advertising campaigns. Subjects discussed will include merchandising, production deadlines, studio politics, freelance rates and opportunities, as well as portfolio presentations and job hunting.
Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **ADES 906**

Airbrush Techniques

For beginners or advanced students.
A hands-on introduction to setting-up, operating and caring for an airbrush that teaches both the fundamentals and more advanced airbrush techniques. Class projects cover fine art, product rendering and advertising illustration and students are encouraged to bring in their own work. It is recommended that students supply their own airbrushes. Enrolment is limited.
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20 Materials: $25.00
September 12 to December 12 • **AIRB 901**

Cartooning

For beginners or those with some experience who want to learn cartooning techniques for pleasure or to add to their income. Cartooning is used effectively in business, all forms of advertising, sales promotion, and the entertainment field. Various techniques presented include: the creation of characters, conventional signs of cartooning, and how to draw caricatures.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to December 13 • **CART 808**

Introduction to Desk Top Publishing

Prerequisite: Basic layout and design experience. Some knowledge of Desk Top Publishing an asset, but not necessary.
This course introduces the student to Desk Top Publishing on the Apple Macintosh computer. It is of interest to those students with a desire to learn Desk Top Publishing, but who do not have computer experience. The student works with current software applicable to layout and design functions for newsletters, promotional literature, reports and business forms.
Mon., Tues., Wed., Thurs., Fri. 6:30 to 8:30 p.m.
Sat. 9 to 11 a.m. or 12 to 2 p.m. St. James Campus
20 hours Fee: $187.00 Lab Fee: $25.00
September 25, 26, 27, 28, 29, 30 to December 4, November 28, 29, 30, December 1, 2, • **COMP 802**

Basic Layout and Design for Desk Top Publishing

Prerequisite: Some knowledge of Desk Top Publishing, but experience in Desk Top Publishing not necessary.
A basic course covering the fundamentals of design and layout, including mechanical art and type. Students learn how to produce layouts for newsletters, promotional literature, reports and business forms in preparation for Desk Top Publishing. This course is beneficial to those who work on the Mac, but have limited design experience. This course leads to Introduction to Desk Top Publishing, which is hands-on computer training.
Wed. 6:30 to 8:30 p.m. St. James Campus
20 hours Fee: $37.00
September 13 to November 15 • **COMP 900**

The Professional Copywriter

Prerequisite: An interest in copywriting.
Learn what it takes to become a successful copywriter in this introduction to writing advertisements for print, radio and television. Topics covered include: getting ideas, writing headlines, making copy interesting and persuasive, revising for clarity, and becoming more creative. A wide variety of weekly assignments enables students to gauge their abilities and helps them build a portfolio of their work.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
September 18 to November 27 • **COPY 900**

Interior Design

A practical course for those interested in interior design and decorating their homes and apartments. Topics covered include: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design, fabrics, and the selection of furniture, drapes, carpets and other accessories for all rooms. There are field trips plus basic exercises and projects. Exterior design is covered for patios, sun porches, decks, etc.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $89.20
September 19 to November 21 • **DES 802**

Contemporary Magazine Design & Layout

Prerequisite: Basic design skills and an interest in contemporary magazine design.
A comprehensive course for artists and designers who want to learn more about contemporary magazine design, layout and production. Areas covered include: editorial layout, scheduling, production and deadlines. Actual magazines are redesigned and students are encouraged to design new magazine formats using type, photographs, illustrations, and graphics.
Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **DES 900**

Graphic Design East/West Interface
This course, in the form of lectures, deals with the major influences of Eastern art culture on Western thought and visual expression, particularly during the period between the 1890's and the late 1930's; Impressionist, Art Nouveau (1890-1900), and Art Deco. An extensive discussion centers on various techniques/methods/media and their application in the field of Graphic Art.
Wed. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $77.00
September 13 to December 20 • **GD 900**

Book Illustration
This course focuses on all technical and structured aspects of book illustration. The first half of the course concentrates on theory and practice in the classroom. Visual evidence of student's understanding in the form of illustrated projects is discussed and evaluated. Subjects such as mythology, mystery, drama, religion, fantasy and children's book illustration are discussed. Students translate prototypes and progress to the composition and illustration of their own story book.
Students should expect to spend about $40.00 for materials.
Mon. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $77.00
September 11 to January 8 • **ILLS 902**

Portrait Painting
Prerequisite: Basic knowledge of Life Drawing. This course is open to beginners or advanced students. Anatomy, colour mixing, painting techniques specific to portraiture with a special emphasis on drawing are studied. Portrait studies are done from a variety of models. The instructor advises students on media appropriate to their level of experience.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to December 13 • **PAIN 904**

Painting and Illustrating
Prerequisites: Drawing skills and an interest in painting and illustration.
Study the history of contemporary illustration and the work of professional illustrators while developing your own personal style. Learn the practical techniques of working with watercolour, tempera, casein, gouache, acrylics and oils.
Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **PAIN 905**

Special Section for Seniors:
Tues, 1:00 p.m. to 4:00 p.m. St. James Campus
42 hours Fee: $5.00
September 12 to December 12

Miniature Painting/Illustration
This course deals with the technical aspects of miniature painting/illustration. Floral; geometric; figural; calligraphic component of miniature technique with one-dimensional characteristic and the historical progression in various styles. Students should expect to spend approximately $30.00 for materials.
Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $77.00
September 12 to December 19 • **PAIN 906**

Watercolour and Acrylic Painting
For the beginner and persons with some painting experience. Students have a choice of working in either the watercolour or acrylic media.
Students are introduced to watercolour and acrylic media with emphasis on material selection and preparation. Students are required to produce several sketches and demonstrate the ability to work from a sketch to finished art, later, a finished landscape, a thematic painting and a subject of the students's choice is produced.
Students should expect to spend about $70.00 for materials.
Thurs. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $77.00
September 14 to December 21 • **PAIN 907**
Special Section for Seniors
Tues. 9 a.m. to 12 noon, St. James Campus
45 hours Fee: $5.00
September 12 to December 19

Studio Management
Prerequisites: Knowledge of design and freelance experience. Designed for freelance designers, staff artists or beginner designers who want to learn how to run a profitable design office. Topics covered include: pricing, invoicing, purchase orders, taxation, organizing the office, using forms, establishing purchase order and invoice numbers, and other aspects of business. Directed toward commercial aspects.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
September 21 to November 23 • **STBM 900**

Audio Production

Basic Audio Production Techniques
Through extensive practical work, gain an understanding of the following: acoustics, microphones, live sound reinforcement, recording, and home studio techniques.
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $101.00
September 18 to November 27 • **ADIO 923**

Audio Production Techniques
To be offered January 1990. • **ADIO 928**

Screen Printing

Screen Printing (Basic)
This course is designed as an introduction to enable the student to understand the basic fundamentals of the Screen Printing process, through the completion of a number of projects, ranging from single colour through more challenging multi-colour reproduction. The elements covered will be: stencil cutting, colour mixing, screenmaking and handprinting.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.
Wed. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $85.00 Materials: $55.00
September 13 to December 13 • **SP 901**

Screen Printing (Advanced)
Prerequisite: SP 901 — Screen Printing (Basic) or proof of six months' industry working experience. This course is designed to enable the student to produce a limited number of advanced level projects. The student will begin by learning process line camera operation and line graphics as well as one colour halftone film production. Job planning, mechanical set-up, and film masking – stripping procedures, application, processing and imposition of photo stencil systems, press set-up and production.
NOTE: Students must supply any printing material other than paper. The instructor reserves the right to limit material usage.
Mon. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $85.00 Materials: $75.00
September 11 to December 18 • **SP 903**

Signwriting

Signwriting
Learn the fundamentals of general signwriting as well as the following topics: brush lettering, type faces, colour and layout theory, materials, basic screen printing, and the application of signwriting on masonite, plywood, metal and glass.
Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $85.00 Materials $35.00
September 12 to December 12 • **SIGN 900**

Show Card Writing
An introduction to show card lettering, pen lettering and the production of banners, posters, etc. Some techniques covered are: pen and brush lettering, type faces, colour and layout theory, and practice time. Those with previous experience are encouraged to do advanced work.
Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $85.00 Materials: $35.00
September 12 to December 12 • **SIGN 901**

Photography

Introduction to Photography
Gain practical hands-on experience in camera work, developing, printing, dry-mounting, and other techniques. Illustrated lectures cover the following topics: camera lenses, f-stops, shutter speeds, basic lighting techniques, filters, darkroom layout and more. Due to heavy demand, this course is offered several times each year but early registration is recommended.
Mon. Tues. Wed. Thurs. Fri. 6:30 to 9:30 p.m. or Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $67.40 Lab Fee: $30.00
September 18, 19, 20, 21, 22, 23 to November 27, 21, 22, 23, 24, 25
• **PHOT 800**

Intermediate Photography
Prerequisite: PHOT 800 — Introduction To Photography, an equivalent course or similar level of comprehension.
Further develop technical skills as well as the ability to visualize and compose a photograph through practical exercises and assignments.
Lectures and discussions cover the following subjects: improving negative quality through proper exposure, developing and handling film; using different lenses, filters and lighting, spotting and mounting finished work, colour theory including a colour transparency assignment, and practice using darkroom controls and techniques to improve print quality. Students supply their own film and paper and should expect to spend about $100.00 on materials. The College provides all processing solutions.
Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $106.90 Lab Fee: $15.00
September 12 to December 19 • **PHOT 801**

Advanced Photography
Prerequisite: PHOT 801 — Intermediate Photography, an equivalent course or similar level of comprehension.
Provides formal direction to improve your technical and aesthetic abilities. An opportunity to use a 4 x 5 camera is provided. Topics covered include: toning, bleaching, hand-colouring, mounting, spotting, the history of photography, and exercises for improving composition and darkroom technique. Students supply their own film and paper and should expect to spend about $100.00 on materials. The College provides all processing solutions.
Sat. 1 to 4 p.m. St. James Campus
42 hours Fee: $98.60 Lab Fee: $15.00
September 9 to December 16 • **PHOT 802**

Documentary Photography
Practice and develop technical skills while gaining a working understanding of documentary photography. Designed for those with or without previous experience in photography. Learn to process and print your own negatives and then produce a series of prints covering one or two topics, including a photographic documentation of the home or work place. Students should expect to spend about $100.00 for supplies.
Fri. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20 Lab: $15.00
September 8 to December 15 • **PHOT 921**

Black and White Print Workshop
Learn black and white printing skills in this hands-on workshop. Instruction is given in fundamental black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous dark-room experience is not required. Enrolment is limited.
Mon. or Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20 Lab: $25.00
September 11 or 13 to December 18 or 13
• **PHOT 922**

Colour Slide Composition
Designed for people with or without previous experience in photography. Develop technical and aesthetic skills through extensive analysis of photographic composition using colour slides. Learn to use the techniques of framing, depth of field and motion as aesthetic controls to further understand visual forms. After considering photographic composition in a single frame, build upon that understanding through the development of a sequence of photographs.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
September 14 to November 16 • **PHOT 923**

Photography: Printing Colour Negatives
Hands-on experience printing colour negatives for photographers with or without previous experience. After discussion of the basic theory of colour printing, the maximum amount of time is devoted to making prints. The course is held at Toronto Image Works, a professionally equipped colour darkroom rental facility. Tuition includes 15 hours of darkroom time, lab chemistry, and all materials needed.
Note: Classes are held at Toronto Image Works, 80 Spadina Avenue, Suite 207, Toronto. Register at St. James campus.
Sat. 9 a.m. to noon Toronto Image Works
15 hours Fee: $24.00
Material: $23.00 Lab: $66.00
September 9 to October 14 • **PHOT 931**

Photography of People
Prerequisite: PHOT 801, an equivalent course, or level of comprehension.
This course is designed for people who want to improve their skills in taking pictures of people. This practical hands-on course covers the following topics: how to choose the correct camera; type of lens and filters; studio lighting and available light; location photography; how to photograph faces; how to create the right atmosphere for a successful portrait; and how to accomplish all of this using a minimum amount of equipment.
Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $77.00
September 12 to December 19• **PHOT 936**

Elements of Photographic Design
Prerequisite: PHOT 801, or equivalent course or level of comprehension.
This course provides the intermediate level student with information which helps to address the issues of creativity and aesthetics as they apply to their photographs. It asks the student to consider the meaning of the subject selection, to examine all the visual attributes of a scene, to utilize and arrange those which best convey a sense or meaning so that a meaning can be grasped. An understanding of the use of the visual elements, such as shape, texture, form and colour is acquired through a step-by-step program of assignments and workshops. The course covers the principles of design which a good photo relies upon. Topics include proportion, rhythm, balance. perspective, and highlighting of the subject.
Note: Students will require a 35mm camera and a supply of colour negative film.
Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to December 14 • **PHOT 937**

Wedding Photography
Prerequisite: PHOT 936 - Photography of People, an equivalent course, or level of comprehension. Designed for the freelance photographer who does occasional wedding photography, or the photographer who is starting a wedding photo business. Through an appropriate combination of theory and demonstration the course introduces the student to equipment used, lighting, posing, location, wedding group set-ups, and business procedures.
Wed. 6:30 to 9:30 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to October 25 • **PHOT 938**

Video

Videography — Basic and Advanced Camera
Hands-on experience with different video formats, covering all the features and applications of the equipment as well as how to connect it up. Specific topics discussed and demonstrated include: VHS and Beta vs. 8mm, basic video image production, video tape, editing video tape, video cameras, lighting for video, special effects, and post-production techniques.
Mon. 6:30 to 8:30 p.m. St. James Campus
16 hours Fee: $55.00
September 11 to November 6 • **PHOT 927**

Cinematography

Basic Cinematography
An introduction to 16mm motion picture production techniques, including: basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing, and graphics. A basic knowledge of photography or super 8 film- making would be helpful for class projects and assignments.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00
September 19 to November 7 • **CINE 922**

Cinematography
To be offered January 1990 • **CINE 925**

Printing Technology
Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown has the best equipped facilities in Ontario and offers training in the latest printing techniques.

Printing Technician/ Technology Diploma Credits
With the exception of COMP 106X, all other courses in the Composition and Typography section are creditable towards the full-time diploma program. A minimum grade of "C" is required to receive credit standing for a part-time course. For more information on full-time programs, call the Printing Technology Department at 867-2012 or 867-2013.

Composition and Typography

Introduction to Typography

Prerequisite: Typing ability is advisable.
Learn the basic principles of typography (basic copyfitting, typeface identification, ems, units, fonts, families), and typeset a number of assignments. Topics covered include: the development and purpose of typesetting, differences between typesetting, word processing and desk top composition. The typesetter's measuring system, basic type arrangement, spacing, layout and markup.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
32 hours Fee: $56.20 Materials: $30.00
September 12 to October 5
October 10 to November 2
November 7 to November 30 • **COMP 102X**

Introduction to Printing Processes

Designed for those working in the printing field or related industry, or those who want an overview of the printing trade prior to selecting a course.
Lectures and demonstrations cover the major printing techniques with instructors in different production areas presenting their specialties.
Students are encouraged to discuss any problems with the material.
A mark is not issued but a record of completion is kept based on attendance of at least 60% of the classes, which must include the final evening.
Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $62.60 Materials: $15.00
September 11 to December 4 • **COMP 106X**

Paper and Film Assembly (Paste-up)

This course introduces skills that provide a valuable background to anyone involved in desktop composition as applied to page make-up. Learn the laying out of boards and mylar for the assembly of typeset material as well as the production of paper and film positives using various darkroom techniques. The course covers a wide variety of projects ranging from simple one color postcards to advanced camera-ready artwork using Amberlith overlays for multicolour work. Other techniques covered include: negative stats on a process camera, and using phototypesetters such as the strip printer and the Compugraphic 7200 headliner machines.
Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $101.00 Materials: $45.00
September 12 to October 31
November 2 to December 21 • **COMP 110X**

Computer Typesetting (Keyboard Operation and Concepts)

Prerequisites: COMP 102X — Introduction to Typography and 25 w.p.m. typing speed, although 50 w.p.m. is advisable if you plan to work in the field. Proof of successful completion of COMP 102X or written permission of instructor must be presented when registering.
An introduction to the use of a mini-computer based and networked system having two 80 mb hard drives and capable of storing up to 500 paperback novels. This system technology is representative of the better quality typesetting devices and graduates trained on this system are to be found operating all manner of typesetting machines including desktop publishing. Output is by laser printer.
The course content covers system knowledge, and a wide variety of typesetting work involving text auto and manually justified, simple tabular setting, kerning, reverse lead work, box making, advertising typography. The objective is to train people for the high-end trade typesetting field, although others would also benefit.
Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Material $45.00
October 11 to November 29 • **COMP 200X**

Advanced Computer Typesetting I

To be offered January 1990. • **COMP 300X**

Basic Document System (Introduction to Ventura Publisher — IBM)

New

Prerequisite: None; however, some knowledge of word processing, spreadsheet, and database would be an asset.
The student is introduced to document oriented software, Ventura Publisher, and learns to deal with style sheets appropriate to various work. There is basic layout and typography of newsletters, brochures, and direct mail material, while gaining competence on the system. Source software and DOS are explained as required to import or manipulate data.
Tues. and Thurs. 6 - 10 p.m. St. James Campus
60 hours Fee: $101.00 Material Fee: $45.00
September 5 to October 24
November 2 to December 21 • **COMP 520X**

Document Production (Advanced Ventura Publisher — IBM)

New

Prerequisite: COMP 520X or written permission from instructor. Proof of successful completion of COMP 520X or written permission from instructor must be presented when registering.
The production of documents is the main thrust of this module, using files generated in word processing software and other sources. The type of assignments forming the dominant part of this course are internal reports, annual financial statements, and catalogues. Illustrations may be imported via scanning device. Equipment permitting, information may be received via modem. Discussions are held on the merits of various typographic and layout techniques.
Mon. and Wed. 6 - 10 p.m. St. James Campus
60 hours Fee: $101.00 Material Fee: $45.00
October 30 to December 18 • **COMP 521X**

Photomechanical Reproduction and Film Imposition

Printing Technician/ Technology Diploma Credits

With the exception of CAM 900 and CAM 360X, all other courses in the Photomechanical Reproduction and Film Imposition section are creditable towards the full-time diploma program. A minimum grade of "C" is required to receive credit standing for a part-time course. For more information on full-time programs, call the Printing Technology Department at 867-2012 or 867-2013

Photomechanical Reproduction

A basic course in black and white cameras covering the operation and calibration of process cameras, as well as darkroom equipment for line, fine-line and half-tone negatives. Other topics covered include: using filters, panchromatic film, making photographic contacts and duplicates, processing film manually and in film processing machines, and the theory of photographic lenses, light sources, film emulsion and processing solutions.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $85.00
September 5 to October 24
October 31 to December 19 • **CAM 100X**

Photomechanical Reproduction

Prerequisite: CAM 100X — Photomechanical Reproduction or equivalent experience. Proof of successful completion of CAM 100X or written permission from instructor must be presented when registering.
An advanced course in half-tone photography using lith and rapid access film and processors. Other topics include: the operation, maintenance and control of film processors, the use of reflection transmission and per cent dot densitometers, calibration of various types of contact screens to camera and processing conditions, making duotones and other special effects, the use of exposure computers, and an introduction to colour separation procedures using a colour scanner.
Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $85.00
September 6 to October 30 • **CAM 200X**

Introduction to Process Colour Scanner

Prerequisite: Employment related to the graphic arts industry.
Designed for those working in the graphic arts industry who want a basic introduction to process colour theory, colour separation procedures, colour scanners and page make-up systems. The set-up and operation of a colour separation scanner is demonstrated and separations produced to illustrate the various functions of the machine. The course is mainly demonstration and discussion, and for information only.
Mon. and Wed. 6 to 9 p.m. St. James Campus
36 hours Fee: $62.60 Material: $35.00
October 30 to December 6 • **CAM 900**

Photomechanical Reproduction — Scanner

Prerequisite: CAM 200X — Photomechanical Reproduction or equivalent experience. Proof of successful completion of CAM 200X or written permission from instructor must be provided when registering.
An introduction to colour theory as it applies to process colour printing, the principles and operation of a colour scanner, proofing, evaluation of colour and future trends for those with extensive experience in line and half-tone process photography. Other topics covered include: tone reproduction, colour correction, detail enhancement, undercolour removal, various other effects for transmission and reflection copy, and the operation and use of film processors and densitometers as related to process colour.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $85.00
September 5 to October 24 • **CAM 330X**

Photomechanical Reproduction — Advanced Scanner

Prerequisite: CAM 330X — Photomechanical Reproduction — Scanner or equivalent industrial experience. Proof of successful completion of CAM 330X or written permission from instructor must be presented when registering.
A further study of selective colour correction and related special effects, including an in-depth explanation of the colour computer set-up for different process inks, printing ink analysis, and the use of GATF colour diagrams. The concept of digitization and colour page make-up are covered with visits to plants for demonstrations of electronic page make-up. Other topics include: gray component replacement and dot gain, black and white reproduction, and basic maintenance.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $85.00
October 31 to December 19 • **CAM 360X**

Film Imposition/ Printing Surface Preparation

A basic course in black and white, line colour and half-tone stripping that also introduces job planning and the layout of line and half-tone negatives. The emphasis is on imposition and the preparation of folded dummies and layout sheets for various types of bookwork. Other topics covered include: darkroom techniques for making contacts and duplicates, making presensitized offset plates manually and using processors, most areas of one or more colour line negative stripping, and computerized page make-up.
Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $85.00
September 5 to October 24
October 31 to December 19 • **PSP 100X**

Film Imposition/ Printing Surface Preparation

Prerequisite: PSP 100X or equivalent experience. Proof of successful completion of BSP 100X or written permission from instructor must be presented when registering.
An advanced course in the techniques of black and white, colour and four colour process film stripping. Topics covered include: contacting, step and repeat, spreads and chokes, the programming and operation of a photocomposing machine and computerized page make-up. A number of different colour proofing systems are used.
Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $85.00
September 6 to October 30 • **PSP 200X**

Film Imposition/Printing Surface Preparation Colour

Prerequisite: PSP 200X or equivalent experience. Proof of successful completion of PSP 200X or written permission from instructor must be presented when registering.
The emphasis at this level is on four-colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student, incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods, machine photocomposing, computerized imposition and electronic page make-up.
Mon. and Wed. 6 to 10 p.m.
St. James Campus
60 hours Fee: $101.00 Materials: $85.00
November 1 to December 20 • **PSP 300X**

Machine Printing

Printing Technician/ Technology Diploma Credits

With the exception of LITH 105X and LITH 210X, all other courses in the Machine Printing section are creditable towards the full-time diploma program. A minimum grade of "C" is required to receive credit standing for a part-time course. For more information on full-time programs, call the Printing Technology Department at 867-2012 or 867-2013.

Machine Printing — Offset

A basic course in the fundamentals of offset lithography using Multilith presses. Topics covered include: feeding, register, dampening systems, ink control, and running one-colour and two- colour projects. This course leads to LITH 105X — Machine Printing — Offset.
Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 11, 5, 7, to December 20, 12 or 14*
**Note: Due to Thanksgiving (Mon., October 9), make-up class will be on Wed., December 20.*
• **LITH 100X**

Machine Printing — Offset

Prerequisite: LITH 100X or permission of the instructor. Proof of successful completion of LITH 100X or written permission from instructor must be presented when registering.
An advanced course in offset lithography using multilith presses. Topics covered include: feeding, dampening systems, colour control, and an introduction to the operation of the T51 two-colour unit for the printing of multi-colour projects. This course leads to LITH 110X.
Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 6 to December 13
• **LITH 105X**

Machine Printing — Offset

Prerequisite: LITH 105X or permission of the instructor. Proof of successful completion of LITH 105X or written permission from instructor must be presented when registering.
Learn offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses running both one and two-colour projects. Other topics include: good housekeeping, safety, measuring instruments, devices for pressmen, cylinder arrangements, alcohol and conventional dampening systems, inking, register systems, and a study of paper and ink as related to the pressman. This course leads to LITH 220X.
Tues. or Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 12 or 14 to December 19 or 21
• **LITH 110X**

Machine Printing — Offset

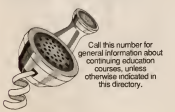
Prerequisite: LITH 110X or permission of the instructor. Proof of successful completion of LITH 110X or written permission from instructor must be presented when registering.
An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. The course also covers an introduction to colour control using the densitometer and includes both one-colour and multi-colour projects. This course leads to LITH 220X.
Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 6 to December 13 • **LITH 210X**

Machine Printing — Offset

Prerequisite: LITH 210X or permission of the instructor. Proof of successful completion of LITH 210X or written permission from instructor must be presented when registering.
An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses. Topics covered include: the fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.
Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 5 to December 12 • **LITH 220X**

How to Reach Us

867-2464



Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Machine Printing — Web Offset

Prerequisites: LITH 210X and permission of the instructor. Proof of successful completion of LITH 210X or written permission from instructor must be presented when registering.
A basic course in the fundamentals of web offset printing covering the operation of the Solna Commercial III web offset press (36" x 22 3/4" cutoff). Topics covered include: plate bending, plate packing, pre-make ready, web-up, damp-up and ink-up procedures, pressroom safety, good housekeeping, roll stand tension control, shafting and installing new rollers, folder familiarization, make ready press for one-colour and two-sided jobs, and tabloid folded segment.
Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 11 to January 8 • **LITH 230X**

Machine Printing — Web Offset

Prerequisites: LITH 230X — and permission of the instructor. Proof of successful completion of LITH 230X or written permission from instructor must be presented when registering.
An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22 3/4" cutoff) that reviews LITH 230X and includes the make ready and running of more complex projects. Other topics include: make ready and run one- colour two-sided with 1/4 fold, changeover to two web operation tabloid fold on blank stock, make ready and run double parallel fold and one colour two sides (one web), and make ready and run double parallel fold, two colours on two sides (one web).
Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 12 to December 19 • **LITH 330X**

Machine Printing Flexography

Prerequisite: Preference is given to those with pressroom experience.
A basic course in the fundamentals of flexographic printing. Topics covered include: safety, good housekeeping, roll feed and web tension, the printing units; servicing air, water, gas and electrical controls on the press, oven drying, roll rewind, circulating pump for inking systems, inks and their compatible solvents, measuring ink viscosity, rubber plates, Anilox rolls, flexographic ink metering system, position and register, substrates, running problems and corrections.
Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 11 to January 8 • **FLEX 200X**

Machine Printing Flexography

Prerequisite: FLEX 200X or permission of the instructor based on equivalent industrial experience. Proof of successful completion of FLEX 200X or written permission from instructor must be presented when registering.
An advanced course in flexographic printing on various substrates using photo polymer and rubber plates for process printing. The use of a two-roller ink system or the doctor blade method of process printing is also covered.
Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $75.00
September 12 to December 19 • **FLEX 300X**

Machine Printing — Letterpress and Narrow Web Flexography

New

This course involves the study of the letterpress and flexographic printing processes. Also involved is the study of hot foil stamping, embossing, die-cutting and numbering. Students gain an understanding of packings, inks, paper and common problems which may be encountered in a shop situation. Good housekeeping and general maintenance are also emphasized. Instruction is given to the running of a narrow web flexo label press, covering web tensions, plates, inks and their compatibility to stocks, and the use of rotary dies.
Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Material Fee $50.00
September 12 to December 19 • **LTPR 100X**

Graphic Arts Estimating

New

This course introduces students to estimating functions such as in-depth study of paper, printing inks, lithographic plates, presswork, bindery operations, typesetting and photographic processes, and applying costs and determining prices for all operations associated with the above processes. Technical knowledge is essential background for estimating. The course ends with a review of the total estimating picture including budgeted hourly rates, and short introduction to web estimating and computer-assisted estimating.
Tues. 5:30 to 8:30 p.m. St. James Campus
45 hours Fee: $77.00
September 12 to January 2 • **EST 300X**

Binding and Finishing

Printing Technician/ Technology Diploma Credits

With the exception of BIND 902A and BIND 902B, all other courses in the Binding and Finishing section are creditable towards the full-time diploma program. A minimum grade of "C" is required to receive credit standing for a part-time course. For more information on full-time programs, call the Printing Technology Department at 867-2022 or 867-2012

Binding and Finishing

Prerequisite: Elementary mathematics.
Course certificates are subdivided into the above categories with skills and machines taught as supplements to each category. Each major machine requires nearly 60 hours of instruction. BIND 125A-B, 225A-B and 325A-B are courses in large and small machines. BIND 126A-B and 226A cover small machines and tablework.
Gain a thorough understanding of a selection of the following equipment:

Polar 115 45" Guillotine
(Auto-spacer and Gergek Computer)
Seybold 42" Guillotine
(Auto-spacer and Gergek Computer)
Baum Folders – Pile Feed
(17" x 22" and 20" x 26")
Baum Folder – Continuous Feed (26" x 40")
Stahl Folder – Buckle/Knife – Pile Feed
(20" x 31")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Müller Gathering Machine – Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox – Table Top Combo
Book Back Stripper – Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Mon., Tues., Wed., Thurs., or Sat.
St. James Campus
60 hours Fee: $90.00
Mon. to Thurs. 6 to 10 p.m., Sat. 8 a.m. to noon
September 5 to December 16
- BIND 125A-B
- BIND 126A-B
- BIND 225A-B
- BIND 226A
- BIND 325A-B

Hand Bind and General Repair

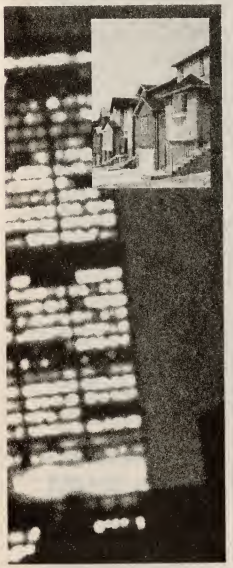
Learn basic manual bookbinding, including adhesive binding, sewn hardcover binding, and the general repair of a variety of bindings. Students are required to purchase folding bones, scissors, and one 30mm paint brush for gluing. Any special covering, such as leather, must be purchased by the student. All other materials are supplied.
Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $223.40
September 5 to December 16 • **BIND 902A**

Hand Bind and General Repair

A continuation of BIND 902A covering more difficult repair jobs plus additional practice to increase speed and proficiency at general repair of a variety of bindings.
Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $223.40
September 5 to December 16 • **BIND 902B**

For more information, or to register for bindery courses, please call the Bindery Department at 867-2022 or 867-2012

Real Estate



Day Classes: Daytime classes start continuously; adjustments are made for holidays.
Evening Classes: Classes are held Mondays and Wednesdays, or Tuesdays and Thursdays. They also start continuously.
For day and evening schedules and additional information about real estate courses, call 867-2270.

An Introduction to Real Estate — Segment I

This course covers the following topics: investing in real estate, deciding to own or rent, how much should you pay, financing a purchase, government financing plans, benefits and services of a broker, a career in real estate, the relationship between principal and agent and the typical real estate transaction.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
30 hours *Dates: Continuous* • **RE 900A**

Registration for the following Segment II classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment II

Prerequisite: Evidence of completion of Segment I and 75 % pass mark on the examination in Segment I.
After an introduction, this course covers the following topics: real estate and the economy, the Real Estate and Business Brokers Act, the broker and salesperson relationship, ethics, municipal regulations, subdivision control, an introduction to land descriptions, construction, evaluation, advertising, mortgages, agency law, statutes affecting the real estate business, parties to contract, contract law, agreement of purchase and the sale.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
60 hours *Dates: Continuous* • **RE 900B**

Registration for the following Segment III classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment III

Prerequisite: Evidence of completion of Segment II and 75 % pass mark on the examination in Segment II.
This segment uses case studies to illustrate some of the practical situations students encounter day-to-day in a real estate operation.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
60 hours *Dates: Continuous* • **RE 900C**

Certificate Program

The full Certificate Program involves completion of three mandatory subjects: Real Property Law, Principles of Appraisal, and Principles of Mortgage Financing.
Plus the completion of one elective chosen from: Principles of Property Management; Principles of I.C. & I.; Real Estate; or Rural, Recreation and Agricultural Real Estate.

Mandatory Courses:

Principles of Mortgage Financing

This course deals with mortgage terminology, mortgages as an investment, the mortgage market, types of mortgages and lenders, the needs of the borrower and the lender, submitting a mortgage application, the role of secondary financing, mortgage specialties and property appraisals.
Mon. to Fri. Day: 8:30 a.m. to 4:15 p.m.
Night: 6 to 9:05 p.m. Adelaide Campus
40 hours *Dates: Continuous* • **RE 902**

Principles of Appraisal

Learn the purposes and functions of real estate appraisal. Specific subjects include: the nature of real property value, legal aspects of real estate, the appraisal process, general area and neighbourhood trends, site analysis, site valuation and problems, introduction to appraising subdivisions, how to inspect and measure a property, building materials and equipment, architectural styles and their functional utility, estimating building costs, accrued depreciation, problems with the cost approach (land and building valuation), introduction to direct sales comparison (market data approach), introduction to the income approach, correlation and final estimate of value, and a course review.
Mon. to Fri. Day: 8:30 a.m. to 4:15 p.m.
Night: 6 to 9:05 p.m. Adelaide Campus
40 hours *Dates: Continuous* • **RE 903**

Industrial, Commercial and Investment

Subjects dealt with include: the scope of the commercial investment field, planning and zoning in the municipality, development of the region, feasibility studies, office buildings and shopping centres from both the developer's and the tenant's viewpoint, apartment buildings, ownership versus leasing of co-operatives and condominiums, comparison of the types of investment and the legal and tax problems involved, syndication, the Real Estate and Business Brokers Act and the Bulk Sales Act as they relate to selling a business, and financing commercial projects from the viewpoint of both the lender and the borrower.
Mon. to Fri. Day: 8:30 a.m. to 4:15 p.m.
Night: 6 to 9:05 p.m. Adelaide Campus
40 hours *Dates: Continuous* • **RE 904**

Real Property Law

After a history of real property law, topics covered include:the rights and limitations of ownership, estates in land, interests less than estates, leases, covenants, transfer of land interests, the role of the real estate agent, mortgage law, contract law, use of real estate forms, the lawyer and the agent, the Real Estate and Business Brokers Act, Condominium Act, Planning Act, Income Tax Act, Land Speculation Act, Land Transfer Act, and a course review.
Mon. to Fri. Day: 8:30 a.m. to 4:15 p.m.
Night: 6 to 9:05 p.m. Adelaide Campus
40 hours
Dates Continuous • **RE 905**

Theatre Arts

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week in the Theatre Department at 530 King St. East (at River St.). All students must attend an orientation session one week prior to the start of each term. This enables the teachers to place students in the class most suited to their level.
Orientation and Registration: *Mon., September 18*
Classes Begin: *September 25*

Acting (Level 1)

Exploratory exercises and improvisations designed to make novice actors aware of themselves and their abilities.
Mon. and Wed. 7 to 10 p.m. 530 King St. E.
48 hours Fee: $81.80 • **THEA 900**

Acting (Level 2)

Students are involved in text study, scene work, solo material and preparation of audition speeches.
Tues. and Thurs. 7 to 10 p.m. 530 King St. E.
48 hours Fee: $81.80 • **THEA 901**
For more information, please call 867-2167

Writing for the Theatre

For course description, see page 5.

Write Your Own Screenplay

For course description see page 5.

Acting for Film and Television (Basic)

Get practical on-camera experience in a variety of comedy and dramatic scenes. Special topics are introduced each night, such as: blocking, retakes, timing, emotion, presence, confidence and intensity. Classes are held in the video studio, Casa Loma Campus.
Tues. or Wed. 7 to 9:30 p.m.,
Wed. 3:30 to 6 p.m. Casa Loma Campus
25 hours Fee: $45.00
September 26 or 27 to November 28 or 29
• **THEA 934**

Acting for Film and Television (Intermediate)

Prerequisite: Acting for Film and Television (Basic) or equivalent.
Develop concentration, intensity, confidence and character range through on-camera workshops. Students select individual study pieces that are close to their character range.
Tues. 3:30 to 6 p.m.
Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $45.00
September 26 or 29 to November 28 or December 1 • **THEA 936**

Acting for Film and Television (Advanced)

Prerequisite: Professional acting experience.
Professional level actors perform scenes on camera with other committed actors and analyze their performance on playback. The classes emphasize building a character and understanding what makes certain film and television characterizations work over long periods of time.
Thurs. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $45.00
September 28 to November 30 • **THEA 938**
For more information about the Acting for Film and Television series, please call Bill Insley at 944-4453.

How to Reach Us

867-2464

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

The George Brown College

School of Dance

Mary Jago — Artistic Advisor
Elisabeth Leyds-Holmes — Principal
Lois Smith — Founding Artistic Director

Complete ballet programs for both pre-professional and recreational students
Fall Term September 11, 1989 to January 27, 1990.
Audition Junior and Senior Divisions. September 7, 1989 (by appointment)

Under the direction of Elisabeth Leyds-Holmes, the School of Dance provides a comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet oriented.
The Continuing Education wing of the school encompasses our Children's (pre-professional), Adults' (non-professional) and Summer Schools.

Junior Division
For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing on Cecchetti, Royal Academy of Dance, Bournonville and Russian techniques.

Senior Division
Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to six days per week and in addition to their daily ballet classes, study other dance forms such as modern or jazz, depending on their level.

Adult Divisions
These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.

Classes are offered in the evening at various times throughout the week at the beginner through advanced level.

For more information about George Brown's School of Dance, please call 867-2035.

Fashion

Creative Fashion Design/Apparel Management

These courses help people in the apparel industry upgrade their skills and knowledge in a particular specialty. Anyone wanting to advance their home sewing and design skills and have some exposure to industrial techniques will also benefit. Apparel Construction I and Apparel Construction II may qualify as prerequisites for the post-secondary program in Creative Fashion Design.

Apparel Construction I (Dressmaking — Elementary)

Learn elementary dressmaking using commercial patterns as well as sewing techniques both by hand and using an industrial machine. Other topics include: samples, measurements, laying-out patterns, and the relationship of pattern, style and fabric. Students supply their own materials.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $101.00 Equipment Fee: $25.00
September 18 or 19 to November 27 or 23
• **DRES 141X**

Apparel Construction II (Dressmaking — Intermediate)

Prerequisite: DRES 141X — Apparel Construction 1
A continuation of DRES 141X focusing on the how-to's of fabric cutting, marking, stitching, fitting, finishing and pressing. Other topics include: purpose and selection of supporting fabrics, selection and preparation of lining fabrics, preparation of the pattern and pattern alterations. Students select projects beyond the beginner's level with the instructor's approval.
Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $101.00 Equipment Fee: $25.00
Septenber 18 to November 27 • **DRES 145X**

Apparel Construction III (Dressmaking — Advanced)

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency.
Students construct more complex garments of advanced design using delicate fabrics. The pattern and fabric are selected by the students and they must supply their own materials. Other subjects include: efficient use of materials to minimize waste, pattern alteration for proper fitting, application of lining where necessary, and finishing techniques for different materials.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 19 to November 23 • **DRES 151X**

Apparel Construction (Lingerie) *New*

Prerequisite: Apparel Construction II • DRES 145X
This course is designed to introduce the student to lingerie garment construction consisting of daywear, sleepwear and foundation garments. Students are introduced to designers sleepwear collection and cut their garments from designers industrial patterns. Construction of basic sleepwear and daywear garments is taught through industrial methods and techniques. Students select their own projects in sleepwear category and learn how to work in fine silk, polysatin, fine cotton, stretch materials, lace and appliques. Students supply own material.
Tues. 6 to 10 p.m. Kensington Campus
60 hours Fee: $101.00 Material Fee: $20.00
September 19 to January 9 • **DRES 902**

Tailoring (Ladies')

Prerequisite: Preferably DRES 145X — Apparel Construction I or basic sewing skills.
Learn quick and simple tailoring methods for ladies' garments and construct a suit or coat using commercial patterns. Topics covered include: altering a pattern to fit the wearer, cutting techniques, and sewing and finishing using industrial machines. Students select and supply their own material and pattern.
Tues. and Thurs. 6 to 9 p.m. Kensington Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 19 to November 23 • **DRES 146X**

Draping for Fashion Design

Prerequisite: PAT 141X and DRES 141X.
This course is designed to develop creativity in fashion design by transferring a pattern design to a JUDY form or a human body. Students learn to make a perfect fit by making alterations to the pattern before the fabric intended for the garment is used. Students registering for this course should have taken at least the two prerequisite courses (PAT 141X and DRES 141X) and preferably more.
Tues. and Thurs. 6 to 9 p.m. Kensington Campus
60 hours Fee: $101.00 Material Fee: $30.00
September 19 to November 23 • **FASH 912**

Basic Garment Alterations

Prerequisite: Some sewing experience is desirable.
This course is intended for employees of retail outlets of garment industry, but can be also used by anyone interested in garment alterations. The emphasis in the course is industrial methods and techniques. it includes the following operations; changing the hemline, changing side seams, altering shoulders and sleeves, correcting faulty neck-lines, adjusting a "hollow" back, correcting a tight crotch, reinserting zippers, and many other corrective operations. Students are also introduced to industrial sewing machines such as single needle, serger, blindstitch, etc.
Students supply own garments for alterations.
Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $101.00 Materials: $15.00
September 23 to January 13 • **DRES 901**

Apparel Pattern Drafting I (Elementary)

Prerequisite: Knowledge of dressmaking and practical experience.
Learn an easy and efficient method of drafting a pattern from your own design or from a garment in a fashion magazine. Topics include: elementary pattern design; size and age ranges (eg. misses 8,10,12...) including junior, women's and half sizes, master blocks, and drafting full-scale patterns for skirts, slacks and blouses from fashion drawings. Students supply their own drafting equipment.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 18 or 19 to November 27 or 23
• **PAT 141X**

Apparel Pattern Drafting II (Intermediate)

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Learn to draft and develop pattern drafting skills that conform to fashion industry standards. Topics discussed include: drafting to manufacturing sizes, misses dresses, evening dresses, jackets and outer wear. Students supply their own drafting equipment.
Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $53.00 Materials: $20.00
September 19 to November 21 • **PAT 143X**

Apparel Pattern Drafting III (Advanced)

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, learn to draft a quality pattern with perfect detail, proportion and fit. The categories for patterns are: day-time dresses, evening dresses and jackets, with consideration given to fabric and price. Students supply their own drafting equipment.
Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $53.00 Equipment Fee: $20.00
September 21 to November 23 • **PAT 151X**

Children's Pattern Drafting Part I

Prerequisite: Practical experience in dressmaking.
Introduces the student to drafting patterns for children's garments using master blocks for the following patterns: sun dress, apron, skirt and pants. Skirt styles drafted include: gathers, tucks, pleats, flare, four gore, circle, front-button opening, side-front opening, shoulder straps and ruffles. Various styles of waist bands, pockets, pants and overalls are also discussed.
Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $101.00 Materials: $20.00
September 23 to January 13 • **PAT 901**

Children's Pattern Drafting Part II

Prerequisite: PAT 901 or equivalent in pattern drafting.
This course has been developed as an advanced level of children's pattern drafting to further the skills of people working in children's apparel production. The course covers the following topics: how to create any style of blouse from a basic block; how to create any style of pant, shortall or jumpsuit from only a pant front and back, block and bodice 'B'. Several different styles of waist, sleeves, collars, pants, skirts jumpsuits, blouses and overalls are developed in class.
Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $101.00 Material Fee: $20.00
September 23 to January 13 • **PAT 902**

Fashion Illustration I (Elementary)

Develop techniques for sketching fashion garments as practised in the industry. After an introduction to the basic concepts in fashion illustration, topics include: industrial methods, achieving textures, pattern techniques in different media for both rough sketches and working drawings, and finished drawings in a combination of media. Students supply their own materials.
Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $53.00
September 20 to November 22 • **PAT 144X**

Fashion Illustration II (Intermediate)

Prerequisite: PAT 144X — Fashion Illustration I or similar experience.
By combining creative ability with the additional technical skills taught, you can learn to portray fashion merchandise realistically. Subjects discussed include: commercial applications in fashion art, creative sketching, and the use of line and colour to illustrate garments realistically and aesthetically. Students supply their own materials.
Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $53.00
September 18 to November 27 • **PAT 154X**

Grading Techniques for Apparel Industry (Elementary)

Learn to take a finished pattern with all the detail and pieces and increase or decrease the pattern in size using simple, reliable methods. The mechanics of grading are taught for all styles of misses sizes 6-20 and junior size garments, helping you produce better fitted garments.
Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $53.00 Materials: $15.00
September 18 to November 27
• **PAT 900**

Window and Retail Display

Prerequisite: Practical motivation.
An introduction to the purpose, concepts and uses of window display. Specific topics include: basic tools, material and graphics used in fashion and menswear, practical merchandise trims, the use of mannequins and display themes.
Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $101.00 Equipment Fee: $10.00
September 18 to November 27 • **DISP 900**

Design Principles

This cours will introduce applications of design principles; the means of rexpressing ideas in visual compositions. Students will study basic design elements and procedures including geometric forms, linear expression, proportion, symmetries, and pattern development. Design exercises will encourage not only ordered arrangement but also creative design through rhythm, balance, contrast and harmony. This course will provide a range of design ideas and exercises that can be applied to a wide variety of media.
Mon. 7 to 10 p.m. Kensington Campus
45 hours Fee: $77.00 Material Fee: $20.00
September 18 to January 15 • **DES 902**

Colour Theory for Fashion Design

Prerequisite: Employment in the fashion industry or a student in the Fashion Department (day or Continuing Education).
An introduction to colour theory in general and specifically its application to the fashion industry. Topics covered include: primary colours, physical optics, the colour triangle, colour systems; Munsell — hue, value and chroma; Johanes Itten — the Bauhaus, colour agent and colour effect, the seven colour contrasts, the 12 laws of simultaneous contrast; colour chords — dyads, triads, tetrads and hexads, harmony of contrasts, and colour perception — luminosity and incandescence. Homework assignments are given. This course is recognized as an elective in post-secondary fashion programs.
Wed. 6 to 9 p.m. Kensington Campus
45 hours Fee: $77.00
September 20 to January 10 • **FASH 903**

The Art of Make-up

For course description, see page 19. • **CE 868**

Esthetics — Skin and Beauty Care

Prerequisite: Employment in the field or intention to seek employment.
Students are taught the basic biochemistry of the skin, its classification, abnormalities, and defects and learn to analyze skin conditions and suggest treatment. The muscles and bone structure of the head, face, neck and shoulders are reviewed for their relevance to facial massage and skin manipulations. Students also learn to analyze a number of available beauty products. Hands-on skills include: cleaning and deep-cleaning the skin, make-up application and removal, facial massage, eyebrow shaping, mask application and removal, cream application, waxing, manicure, pedicure, anti-wrinkle treatment, scalp treatment and colour analysis.
Tues. and Thurs. 6 to 9 p.m. Kensington Campus
90 hours Fee: $149.00 Materials: $20.00
September 19 to January 11 • **FASH 901**

Machine Knitting

Note: Students who complete all three courses (Basic, Intermediate and Advanced) would qualify for employment in the knitting industry.

Knitting by Machine (Basic)

Learn the basic techniques of operating a knitting machine and producing a garment. Other concepts dealt with include: lace; tuck; skip and flair-isle techniques; producing a personal measurement chart; and different finishing methods.
Tues. or Thurs. 6:30 to 9:30 p.m.
Kensington Campus
30 hours Fee: $53.00 Equipment Fee: $20.00
September 19 or 21 to November 21 or 23
• **CFT 900**

Knitting by Machine (Intermediate)

Prerequisite: CFT 900 — Knitting by Machine. Learn new techniques and further develop skills on the knitting machine by charting a variety of skirt styles in half-size samples. Other topics include: techniques of weaving by machine, introduction to the knit-leader and ribber attachments, and some garment finishing methods.
Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $53.00 Equipment Fee: $20.00
September 18 to November 27 • **CFT 901**

Knitting by Machine (Advanced)

Prerequisites: CFT 900 — Knitting by Machine (Basic) and CFT 901 — Knitting by Machine (Intermediate).
Further develop your skills, especially in constructing finished items. Projects range from simple knits to elaborate designs that combine yarn with other materials. This course qualifies students for employment in the knitting industry.
Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $53.00 Equipment Fee: $20.00
September 20 to November 22 • **CFT 902**

Work Management (Time Studies — Apparel)

Learn how to determine the time required to complete a job. Topics include: human relations in time study situations, methods to improve performance of the job understudy, proper timing procedures, record keeping, rating the operator's performance and incentives for improving production.
64 hours Fee: $107.40 Equipment Fee: $15.00
September to January, by arrangement with Apparel Management Department. • **AT 100X**

Leather

Leather Garment Manufacturing Techniques — Part 1

Prerequisite: Ability to operate an industrial sewing machine.
Learn the techniques for producing leather and suede garments. Specific topics include: pattern arranging to suit skins; cutting and assembly skills; finishing and lining garments. Students supply their own materials and produce a garment of their choice.
Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $62.60
September 19 to December 5 • **FASH 910**

Industrial Sewing

Pre-Sew — Industrial Power Sewing

This course is designed to train the students to operate a basic industrial lockstitch power sewing machine to the time standards required in the industry. Students are taught the basic maintenance and adjustments, how to select proper needles and thread for different fabrics and specific sewing requirements. They are required to perform sewing exercises such as circles, rectangles, back tack, triangle, irregular shapes, single and double scallops, darts, pockets, sleeves and collars. This course can be taken either as a prerequisite for FT 101 and FT 540 programs, or as Advanced Operator Trainee program in the sewn products industry.
Mon. and Wed. 6 to 9 p.m. Kensington Campus
96 hours Fee: $158.60 Material Fee: $45.00
September 18 to January 22 • **SEW 901**

Serger Machine

A special module (25 hours) for students completing the work in SEW 141X/151 in less than 240 hours. This course on operating sergers as used in Ontario apparel plants is also available for part-time students during regular classes. Students supply their own fabric.
Kensington Campus
30 hours Fee: $53.00 Equipment Fee: $15.00
By arrangement with the coordinator.
• **SEW 542X**

Blind Stitch Machine

A special module like SEW 542X on how to use the blind stitch machine used in Ontario apparel plants. Students supply their own fabric.
Kensington Campus
30 hours Fee: $53.00 Equipment Fee: $15.00
By arrangement with the coordinator.
• **SEW 543X**

Button-Hole and Button Sewer Machine

Prerequisite: Good eyesight and manual dexterity. In a production setting, students learn to use a button-hole and button sewer machine as used in Ontario apparel plants. The course focuses on the dexterity needed for efficient machine operation and preventive maintenance as well as instruction in threading and manipulating the garments.
Kensington Campus
30 hours Fee: $53.00 Equipment Fee: $15.00
By arrangement with the coordinator.
• **SEW 544X**

Upholstery Sewing Machine Repair

Prerequisite: Employment in upholstery industry. It will cover the characteristics, utilisation, fittings and drive, maintenance, lubrication and troubleshooting of the lockstitch-type upholstery sewing machine. Students will also learn to dismantle the major components, replace parts as needed and rebuild the machine to perform at its full capacity.
Tues. 6 to 9 p.m. Kensington Campus
45 hours Fee: $77.00 Material Fee: $35.00
September 19 to January 9 • **SEW 900**

Furniture

Furniture Upholstery

Develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame. Techniques studied include: stripping upholstery from old furniture; re-stripping and applying springs to new furniture; the use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; the use of power sewing machines to sew cushions, welts, etc.; and applying covering fabrics and trim. Students supply own projects such as chairs, footstools and love seats.
Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $101.00 Materials: $25.00
September 18 to November 27 • **FURN 104X**

Cabinet Making — Elementary

An introduction to common hand and power tools used in home crafts, along with simple joinery methods and other techniques used in furniture and cabinet making. Acquire a basic knowledge of finer woodworking that should encourage you to proceed on your own home projects.
Tues. or Thurs. 7 to 10 p.m. Kensington Campus
60 hours Fee: $140.20
September 19 or 21 to February 13 or 15
• **CAR 900**

Barbering

Barbering for Hairdressers

Prerequisite: Ontario Certificate of Qualification in hairdressing.
This course in men's haircutting emphasizes short hair and tapers and prepares the student to qualify for the government hairstyling test and hairstyling certificate. Techniques include: shaving, strapping, honing, facials, hairpieces and blow drying.
Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $101.00 Materials: $20.00
September 18 to November 27• **BARB 902**

Certificate in Ceramics Techniques

Due to the increasing popularity of ceramics courses, the Ceramics Department has developed a program of five courses leading to a certificate in Ceramics Techniques. Successful completion of the five certificate courses (CER 900, CER 101X, CER 151X, CER 201X and CER 251X) will indicate the student's competence in hand building, throwing, glazing, decorating techniques, kiln technology and different firing procedures.
Courses taken elsewhere can only be applied in lieu of CER 900.
All other courses must be taken at George Brown College.

Basic Ceramics

An introduction to ceramics including basic hand-building and forming, elementary wheel throwing techniques and basic wet clay decorations. Specific topics and methods presented include: constructing with slab and coil, cylinder and box construction, clay jointing, centering, opening and throwing methods, elementary shaping of cylinders and bowl forms, trimming, turning, finishing, slip brushing, banding, scraffito and impressing, glaze application, preparing bisque ware for glaze work and kiln stacking.
Sat. 9 a.m. to noon or 1 p.m. to 4 p.m. Casa Loma Campus
30 hours Fee: $53.00 Materials: $35.00
September 23 to November 25 • **CER 900**

Ceramics 1

This course introduces the student to a number of basic ceramic techniques in hand-building, throwing, decorating and glazing. Instruction is given in slab construction and joining with basic clay decoration including impress, scraffito and slip painting surface enrichment. Basic throwing operations are taught by making simple cylinders, mugs with handles and vases. Preparation of bisque ware for glazing and the use of oxide stains, brushing, dipping and glaze overlapping techniques are also taught. Theory in the course includes demonstration in each class and visual slide presentations.
Required work for the completion of the course: 6 mugs with handles, 2 vases, 1 slab pot, all glazed.
Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Materials: $35.00
September 19 to November 23 • **CER 101X**

Ceramics 3

Introduction to more advanced working skills where instruction is given in slip and stencil decoration, surface enrichment by carving, glaze spraying, dipping and overlapping glaze coat patterns. Also includes the theory and practice of loading and firing gas kilns.
Practical design work is taught through the forming of teapots, the design of lids, spouts and handles, plates rim and foot patterns, the trimming and finishing of forms. Theory is taught in conjunction with practical demonstrations and visual slide presentations.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Materials: $25.00
September 18 to November 27 • **CER 201X**

Ceramic Special Studies

Prerequisite: Practicing Ceramist-Potter.
This course is designed to allow the student to work within a concentrated area of his/her choice. Students will determine the area of focus and set goals. The exploration and development of students aesthetic and technical style will be emphasized. Technical demonstrations such as throwing, hand building, decorating, glazing, and kiln basics will be accompanied by slide lectures, design and exercises and critiques of work.
Mon. and Wed. 3 to 6 p.m. Casa Loma Campus
78 hours Fee: $129.80 Material Fee: $35.00
September 11 to December 11, 1988 • **CER 905**

Glaze Technology for Ceramics

Prerequisite: Knowledge of basic glazing techniques.
This course will provide students with an understanding of the properties of glazes and ingredients used to make a glaze. It will present glaze formulations in a simplified manner with a minimum use of mathematics or complex chemistry. The emphasis will be on low temperature oxidation glazes. High temperature glazes will also be discussed. Students will develop a glaze varying the colour and correcting glaze faults which may occur. Test tiles and printed technical data will be provided.
Tues. 7 to 10 p.m. Casa Loma Campus
24 hours Fee: $43.40
September 19 to November 7 • **CER 906**

Jewellery Arts

The following courses can be taken for personal enjoyment or professional development. Credits from courses with code numbers in the one, two, three, or four hundred series can be used towards a two- or three-year diploma in specialized Jewellery Arts programs. Please contact the Fashion Division for details.

Jewellery (Introduction)

Prerequisite: Current employment in the industry or hobby.
Develop basic skills and techniques necessary in jewellery making while class projects familiarize you with the use of jewellery hand tools. Techniques covered include: cutting, filing, fitting, hand soldering, fitting parts to small tolerances, and finishing and polishing the completed project.
Mon. or Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 18 or 21 to February 19 or 15
• **JWL 160A**

Basic Casting Techniques

Develop basic techniques in casting precious metals into jewellery objects. Topics include: an introduction to casting equipment and casting techniques, cuttlefish casting and centrifugal casting. Students cast projects approved by the instructor from materials they provide themselves.
Tues. or Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 19 or 21 to February 13 or 15
• **JWL 160B**

Jewellery (Intermediate)

Prerequisite: JWL 160A — Jewellery (Introduction)
Develop bench techniques for making jewellery. Topics include: continuation of bench work; introduction to planishing, shaping and doming of metals, assembly of design components, and soldering and finishing techniques. Students supply their own materials.
Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 20 to February 14 • **JWL 160C**

Jewellery (Advanced)

Prerequisite: JWL 160A — Jewellery (Introduction) and JWL 160C — Jewellery (Intermediate).
Learn advanced techniques of manufacturing jewellery and develop skills in making gold jewellery. Topics include: gold alloys, alloying and working techniques used in producing gold jewellery, and plating techniques. Students supply their own materials and receive individual instruction according to their needs.
Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 19 to February 13 • **JWL 260A**

Gem Setting

Prerequisite: JWL 160A — Jewellery (Introduction) or equivalent.
An introduction to all facets of gem setting. Topics include: selection and preparation of tools for setting; types of gemsettings including round, oval, square and octagonal, claw setting, securing the stone, finishing, and the preparation, execution and finishing of a star setting. Students supply their own tools and materials.
Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 21 to February 15 • **JWL 162X**

Gem Setting (Intermediate)

Prerequisite: Gem Setting — Basic JWL 162X.
Covers more complex gem setting techniques, such as setting fancy shaped stones, cluster rings and channel settings. Students supply their own tools and materials.
Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Materials: $20.00
September 20 to February 14 • **JWL 162I**

Jewellery Making (Silversmithing)

Prerequisite: Employment in jewellery industry or hobby.
Develop basic silversmithing skills through work on projects in tableware, holloware or items other than jewellery. Subjects and techniques presented include: silversmithing tools and methods, creating various shapes using hammer and anvil, raising and planishing the metal, fitting, joining and soldering techniques. Students supply their own materials.
Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 19 to February 13 • **JWL 164X**

Jewellery Making (Enamelling)

An introduction to the theory and practical techniques of applying enamel to metal. Specific topics include: enamel compounds and colours, use of furnaces, design, and applying multiple colours to metal objects. Students supply their own materials.
Mon. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $20.00
September 18 to February 19 • **ENA 170X**

Jewellery Design

Prerequisite: Artistic Ability.
Course content: Techniques of observation; composition and arrangement of objects; pencil techniques; drawing a cube with objects in it (earrings, brooch, bracelet, ring) to visualize in perspective; shading of various forms and deviations; producing a stencil with a dimensional look.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $10.00
September 18 to November 27 • **DES 169X**

Jewellery Rendering

This course is designed for the serious students who want to learn how to illustrate their Jewellery Designs. It is equally applicable for people presently employed in the Jewellery Industry as for the novices interested in Jewellery Design as a career. The course covers sketching Earrings, Bracelets, Pins, and Rings, and Basic Stone Shapes. Students also learn how to draw, shade and paint with water colours.
Tues. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $77.00 Material Fee: $20.00
September 19 to January 9 • **JWL 906**

Jewellery Grinding & Polishing

Prerequisite: Employment in the Industry or Jewellery Arts Student.
This course has been developed to train employees of jewellery manufacturing companies in grinding and polishing jewellery. Students learn through theory and hands-on experience the operations of grinding, pre-polishing, splitlaping, grease buffing and brushing, and final finishing of jewellery items to manufacturing standards. Instruction is also given on the operation and prevention maintenance of the equipment, the types of buffs and abrasives used and the methods of finishing.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Material Fee: $35.00
September 18 to November 27 • **JWL 907**

Jewellery Repair

Prerequisite: Employment in the industry or JWL 160A.
This course offers hands-on experience in basic jewellery repairs. Instruction is given in ring sizing, chain repairs, setting retipping, rebuilding of sides and underbezels of rings, specialized soldering and other basic repairs. Students supply their own materials and own jewellery for repair.
Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Material Fee: $20.00
September 20 to February 14 • **JWL 905**

Gemmology I

Prerequisite: Employment in the jewellery industry or hobby. Study the different physical characteristics of gemstones and the use of testing instruments. Topics discussed include: colours, crystal formation, natural shapes and cuts. This course leads to certification.
Mon. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $15.00
September 18 to February 19 • **GEM 167X**

Gemmology II (Intermediate)

Prerequisite: GEM 167X — Gemmology I.
Further study of gemstones as used in the jewellery industry and their identification using gemmological instruments. The course also examines the physical properties and chemical composition of precious stones, minerals and organic substances.
Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $15.00
September 20 to February 14 • **GEM 267X**

Gemmology III (Advanced)

Prerequisite: GEM 267X — Gemmology II (Intermediate).
A more advanced study of gems and the use of gemmological instruments in preparation for an examination. Specific subjects studied include: the refractometer, luminescence, microscopy, spectroscopy, etc., and parameters for gem classification.
Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $101.00 Equipment Fee: $15.00
September 21 to February 15 • **GEM 367X**

Hospitality

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000 and will require a large number of well-trained personnel. The following courses, each complete in itself, expose future industry leaders to different aspects of management. Successful completion of six of the following 12 courses qualifies the student for a Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management or Culinary Management. ***For information concerning the specific requirements for the certificate, phone 867-2225.***
A textbook is required in most courses.

Food Service Facilities – Planning and Design

Explains the stages in the development of a food service facility and the roles, compensations for and responsibilities of the professionals on the planning team: owner, operator, architect, food service designer, equipment contractor etc. Assignments and case studies are used to present material.
Subjects covered include: management of conceptual and physical planning in the overall development of the facility, concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of professional consultants and emerging trends in hospitality facilities.
Note: Enrolment is limited.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
Materials: $15.00 (includes price of text)
September 18 to November 27 • **FSF 900**

Purchasing for Hospitality

By learning the fundamental principles of food and beverage purchasing, you can avoid costly errors and build a more profitable operation. This basic course deals with purchasing needs as determined by function, delivery, quantity and price.
Further topics of discussion include: purchasing specifications, making quantity decisions, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedures, value analysis, buying outside Canada, make vs. buy decisions and evaluating purchasing effectiveness.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
Materials: $25.00 (includes price of text)
September 21 to November 23 • **ACC 108X**

Food and Beverage Cost Control

Learn the food and beverage cost control techniques used by the hospitality industry from purchasing through receiving, storing, issuing, production to portion and revenue control. Topics emphasized include: yield testing, recipe pre-costing and interpreting cost control information. Pricing strategy and the relationship between sales volume and profitability are touched on.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
Materials: $15.00 (includes price of text)
September 18 to November 27 • **ACC 210X**

Labour Cost Control for the Hospitality Industry

This course deals with the management of costs incurred to pay for the services of human resources in the labour intensive hospitality industry. It analyses the elements which determine the labour cost and suggests how to develop the organizational structure and labour utilization for maximum efficiency. Human rights and labour legislation and their impact on labour costs are also examined.
Wed. 6:30 to 9:30 p.m. St James Campus
30 hours Fee: $53.00 Materials: $5.00
September 20 to November 22 • **ACCL 900**

Front Office Operation

This course offers an in-depth study of Front Office procedures and analysis of the hotel-guest relationship from pre-arrival to departure. Specific topics include: hotel terminology, types of reservation controls, reception and credit procedures, operation of the NCR 4200 and 250 and the H.I.S. computer program for guest registration accounts and auditing control.
Thurs. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $77.00 Materials: $10.00
September 21 to January 11 • **HIND 222X**

Hospitality Law and Insurance

Provides students with a general understanding of the Canadian legal system as it pertains to the hospitality industry. This information allows the student to avoid legal difficulties for employees, customers and the organization. Topics include: origins and principles of the law, legal procedures, and the specific details of the law relating to the hospitality industry.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
Materials: $30.00 (includes price of text)
September 18 to November 27 • **LAW 204X**

Hospitality Accounting

Develops a working knowledge of the various areas essential to profitable financial management. Students determine the basic accounting data required by hospitality and tourism related operations and learn to use this information to improve the efficiency and profitability of the business. Individual sessions include: accounting: the language of business, special journals, the worksheet, financial statement analysis, ratio analysis, break-even analysis, budgeting, cash management and internal control.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
Materials: $20.00 (includes price of text)
September 20 to November 22 • **ACC 207X**

Hospitality Accounting II

This course continues with accounting procedures which were developed specifically for the hospitality industry. It deals with the balance sheet, the income statement, period-end adjustments, depreciation, cost of sales, the worksheet, the month-end closing and an introduction to special journals.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
September 20 to November 22 • **ACC910**

Hospitality Personnel

Techniques for successfully managing the human resources of an organization and developing skills in manpower planning.
Topics include: theories of the management process; planning, staffing, organizing, directing and controlling the workforce; compensation, motivation, training and development; job design and standards of performance.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00 Materials: $5.00
September 19 to November 21 • **PERS 202X**

Marketing for the Hospitality Industry

Learn the elements of a successful marketing program, as well as how to deal with marketing problems and avoid errors that waste time, money and create unhappy customers. Specific topics include: the marketing mix — product, place, price, promotion and their effect on the customer, the sales department, advertising, public relations, the marketing plan, food and beverage marketing and menus, press relations and promotional material.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $53.00
Materials: $30.00 (includes price of text)
September 20 to November 22 • **MARK 208X**

How to Start a Restaurant

An overview of the many areas of concern when planning and/or operating a new food service facility that are dealt with more specifically in the other courses in this series. The areas discussed include: developing a concept, defining the marketing strategy, menu planning, business organization, human resources, layout and design of the facility, financial planning, and controlling food, beverage and labour costs.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $53.00
Materials: $15.00 (includes text)
September 21 to November 23 • **SBM 900**

Kitchen Management

Develop the skills needed to manage any type of kitchen. Students participate in the instructor's demonstrations of yield tests with a primal cut of beef and a multiple ingredient recipe. Other topics include: how to interpret simplified financial statements, classification of menus, culinary terminology, types of dining room services, pre-cost standardized recipes, how to calculate food costs, food cost percentage, and how to forecast annual sales and production requirements.
Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $77.00
Materials: $15.00 (includes text)
September 19 to January 9 • **PUR 104X**

Housekeeping Management *New*

Prerequisite: This course is designed for Hotel Personnel interested in persuing a career in Housekeeping Management. It will include the following topics: Image of the Professional Housekeeper, Role of the Supervisor, Hiring and the selection of Staff, Orientation, Training & Retraining programs, Recognition and Incentive programs, Scheduling, Payroll Administration, Quality Control, Motivating and Disciplining, Budgeting, Purchasing, Inventory Control, Recognizing Hazards, Human Resources Management and other subjects.
Mon. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 18 to December 11 • **HK 900**

Hotel Security & Safety *New*

This course will provide students with working knowledge of Hotel Security, Safety and Labour Management Practices. Topics include importance of setting up Security program, Security Staffing, Security Procedures, Emergency Procedures, Lost and Found, Importance of Safety, Safety on the Job and the responsibilities of Guests, Management and employees. Some elements of work simplification and Productivity Management will be covered as well.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $62.60
September 19 to December 5 • **SEC 900**

Certificate in Haute Cuisine

This program is designed to meet the growing demand for people skilled in the preparation of fine food. Basic Small Quantity Food is the first of eight courses in the program and students learn to apply the principles of cooking to tested recipes under the guidance of professional chefs.
Further courses, in sequence, are: Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese).
Each student receives a certificate of competence on satisfactory completion of each course and on completion of five courses will be awarded a certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic)

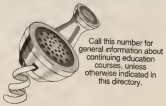
This introduction to the basic principles of cooking shows you how to take the raw products and create the basic requirements for classical dishes. Topics include: sauteing, broiling, stewing, cooking lean and fat fish, seafoods, vegetables, salads, garnishes, dressings and the use of herbs, spices and wines.
Mon., Tues., Wed. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $101.00 Materials: $100.00
September 18, 19, 20 or 21 to January 15, 9, 10, 11 • **FP 730X**

Small Quantity Food (Advanced)

Prerequisite: FP 730X — Small Quantity Food (Basic).
Apply your knowledge of cooking to the classical dishes of continental Europe. Learn to prepare a variety of famous dishes including: the French classics, Italian pastas, Spanish paellas, Russian coulibiacs, Scandinavian smorgasbords, German sauerbraten and beer soups, the shish kebabs of Turkey and Greece, the bouillabaisse of Marseilles, Indian curries, Japanese suki yaki and the nasi goreng of Indonesia.
Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $101.00 Materials: $140.00
September 21 to January 11 • **FP 731X**

How to Reach Us

867-2464



Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Vegetarian Cooking

An introduction to vegetarian cooking including identification and selection of raw food and the various cooking methods used eg. frying, steaming and grilling. Also learn the nutritional value of vegetarian products, how to plan menus and purchase in season.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $80.90 Materials: $44.00
September 20 to November 22 • **F 835**

Chinese Cuisine (Cantonese)

Learn to cook and prepare food Cantonese-style. Techniques introduced include: handling Chinese cleavers and knives, using different types of woks, the cooking temperature for various foods; the use of flour, starches, oil and spices; preparing popular Cantonese sauces such as sweet and sour sauces and black bean sauce. Students prepare about 17 different recipes in the Chinese cuisine lab after the instructor demonstrates the proper method.
Mon. 6 to 10 p.m. St. James Campus
40 hours Fee: $88.20 Materials: $85.00
September 18 to November 27 • **F 901**

Chinese Cuisine (Cantonese) — Level II

Prerequisite: Cantonese I, Dim Sum, or Sichuan
This course is intended for those who have experienced the art of Chinese cooking and wish to further their skills by adding new recipes. The new dishes range from seafood to poultry and beef. A number of B.B.Q. products also will be taught along with the appropriate sauces.
Wed. 6 to 10 p.m. St. James Campus
40 hours Fee: $88.20 Materials: $85.00
September 20 to November 22 • **F 838**

Chinese Cuisine (Dim-Sum)

Learn to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared are: harger (marinating and making of shrimp paste), shao mai, won ton, stimulated coral of crabs, deep fried shrimp dumplings, ginger and scallion soup, fan kwou, water crest beef balls, ham shao kwok, sesame and lotus seed ball, steamed lots paste, red bean paste buns, barbecue steamed buns, coconut and Taro soup agar-agar almond flavoured pudding, and more. Most of the dishes are first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.
Tues. 6 to 10 p.m. St. James Campus
40 hours Fee: $88.20 Materials: $85.00
September 19 to November 21 • **F 900**

Registration for the winter term begins Monday November 13, 1989

Chinese Cuisine (Sichuan)

In this course the student is introduced to Sichuan style Chinese Cuisine. As with other styles, Sichuan Cuisine is unique in its treatments of chicken, pork, beef and seafood as well as a number of vegetables. Similarly, different ingredients and methods of preparation of Sichuan sauces will often change the flavour of a given recipe. All food preparation is first demonstrated by the teacher and then prepared by students in the Chinese Cuisine Lab. Up to 22 different recipes are introduced during the 10-week course.
Thurs. 6 to 10 p.m. St. James Campus
40 hours Fee: $88.20 Materials: $85.00
September 21 to November 23 • **F 904**

Junior Gourmet Cooking

Prerequisite: 10-18 years old and a desire to learn gourmet cooking.
Basic cooking techniques are introduced through 20 or more varied recipes. Students cover: soups, boning and cooking poultry, cleaning and cooking fish, egg dishes, frying, sauteing, stewing, roasting, braising, salad work, cold desserts, baking etc.
Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $79.40 Materials: $41.00
September 23 to November 25 • **F 815**

Sausage Making

This course is intended for small food retailers such as specialty delicatessen, small caterers restaurants and hotels who could benefit from offering fresh specialty items to their customers. It is also open to anyone interested in sausage making. Students learn to use the equipment, prepare ingredients, use different spices, select the type of casing and binding agents and other essential operations. Several different sausage types are prepared in class.
Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $53.00 Material Fee: $85.00
September 19 to November 21 • **F 908**

Baking

Baking (Basic)

Gain a practical knowledge of pastry doughs, choux paste, yeast dough, sponge goods, quick bread, custards, puddings and other types of desserts. Learn to prepare fresh apple pie, creamy desserts, fruit type desserts, yeast dough products, puff paste, cake (pastry), cheese pie, cookies and black forest cake.
Mon. or Thurs. 6 to 10 p.m. St. James Campus
40 hours Fee: $98.60 Materials: $63.00
September 18 or 21 to November 27 or 23 • **BK 610X**

Baking (Advanced)

Prerequisite: BK 610X — Basic Baking. Develop advanced techniques of preparing pastry and desserts.
Students are taught the true art of French pastries and their presentation and learn to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes and gateau.
Wed. 6 to 10 p.m. St. James Campus
40 hours Fee: $69.00 Materials: $73.00
September 20 to November 22 • **BK 634X**

Baking Bread and Rolls

A hands-on course that quickly develops bread and roll making techniques. Learn to bake both pan and hearth-type bread loaves using wheat or rye flour as well as prepare the following: three kinds of buttermilk bread, raisin bread, whole wheat bread, a variety of cheese breads, chop suey and Italian style loaves; soft, hard and Parker House rolls, and three types of French bread. Demonstrations precede practical lessons.
Thurs. 6 to 10 p.m. St. James Campus
80 hours Fee: $133.00 Materials: $78.00
September 21 to February 15 • **BK 900**

Cake Decorating

Learn the art of cake decoration and design and the practical techniques of cake and pastry decorating. Lectures, demonstrations and hands-on experience introduce the following techniques: piping, icing, modelling, preparing various decorator icings, free-hand piping, pattern tracing string work, ornaments, inscriptions, flowers, border designs, and working with marzipan, chocolate and rolled fondant.
Tues. or Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $83.00 Materials: $25.00
September 19 or 20 to November 21 or 22
• **BK 639X**

Bread and Rolls Craft for the Professional Baker

Prerequisites: Minimum Grade 8 equivalent in mathematics and English.
Learn the theory and practice of using various kinds of flour and other ingredients to produce fermented goods such as: soft rolls, straight doughs, whole wheat products, sponge doughs, no-time doughs, sweet dough and rye bread products.
Theory is taught from 4 to 6 p.m. and includes: sanitary requirements, the 12 major ingredients and the fermentation process for each type of bread or roll. This course is one of eight modules of the Professional Baking program developed by the Industrial Training Branch of the Ministry of Colleges and Universities.
Tues. 4 to 6 p.m. and 7 to 11 p.m.
St. James Campus
114 hours Fee: $187.40 Materials: $162.00
September 19 to February 6 • **BK 901**

Quick Breads Craft for the Professional Baker

Prerequisite: Grade 8 or equivalent in English and mathematics.
Learn to produce a variety of quick breads including biscuits, scones, muffins, cakes, yeast and combination doughnuts, cup-cakes, metropolitans, loaf-type quick breads and different French crullers.
Theory is taught from 4 to 6 p.m. followed by practical work in the baking lab. Topics studied include: theory of baking, baking temperatures, batter separation, mixing ingredients, deep fat frying and flat icing finishing. This course is one of eight modules of the Professional Baking program developed by the Industrial Training Branch of the Ministry of Colleges and Universities.
Thurs. 4 to 6 p.m. and 7 to 11 p.m.
St. James Campus
114 hours Fee: $187.40 Materials: $162.00
September 21 to February 8 • **BK 902**

Patissier

This part-time program provides advanced training for bakers and pastry cooks in all aspects of cakes, pastries, decorating and specialty items required in the trade. This two-part program is divided into 10 units according to the patissier training profile developed by the Apprenticeship Branch of the Ontario Ministry of Colleges and Universities as an extension of the Junior Baker and Baker programs.

Patissier II (Baker, Branch 3, Apprentice)

Prerequisite: Certified journeyman baker or cook.
The following subjects are covered in Part II: gum paste, chocolate and couverture, specialty cookies and wedding cakes.
Tues. 6 to 11 p.m. St. James Campus
65 hours Fee: $104.00 Materials: $115.50
September 19 to December 12 • **F 650**

Wines and Spirits

Appreciation of Wines

Prerequisite: Over 19 years of age.
Develop a greater knowledge of wines from the different types and vintages to the selection of the correct wine for the menu. Students also discuss wine prices, handling, storage, glassware and serving temperatures. Taste evaluations of the more distinctive wines will be conducted by guest lecturers.
Mon. Tues. or Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $53.00 Materials: $95.00
September 18, 19 or 21 to November 27, 21 or 23 • **F 902**

Advanced Wine Appreciation

Prerequisite: Appreciation of Wines F 902 and over 19 years of age.
Course Content: This course has been designed to familiarize students who already have a sense of wine appreciation, with "Grand Crus" from some of the world's vineyards such as France, Germany, Portugal, Spain and the U.S.A. Tasting and sampling will be the main part of the course.
Wed. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $53.00 Materials: $155.00
September 20 to November 22 • **F 903**

Mixology (Cocktail Bartending)

Learn to prepare the 30 most popular shaken, stirred and built drinks for use at home or as an introduction to the bartending profession. Each student works in a fully equipped individual bar.
Mon., Tues., Wed. or Thurs. 7 to 10 p.m.
St. James Campus
30 hours Fee: $53.00
Materials: $60.00 (includes price of text)
September 18, 19, 20 or 21 to November 27, 21, 22 or 23 • **BAR 503X**

Meat Cutting

Meat Cutting for the Home Enthusiast

Techniques you can use at home for preparing, utilizing and storing poultry and basic meat cuts. Cut and process various cuts of lamb, pork and poultry and the finished product becomes your property. The cutting of a side of beef (hind-quarter, forequarter) into primal and retail cuts is demonstrated. You can purchase and process selected beef, lamb and poultry cuts at cost price.
Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $73.60 Materials: $105.00
September 18 to November 27 • **F 817**

Meat Trade Theory (Retail Meat Cutting)

An introduction to the various aspects of merchandising specific meat products for novices in the retail meat trade. Lectures and demonstrations deal with the following subjects: cutting, grading; the characteristics of beef, lamb, pork and veal carcasses, preparing poultry for retail sale, and displaying and merchandising all types of meat products.
Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $53.00 Materials: $20.00
September 19 to November 21 • **MC 613X**

Community Services

Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis:
- Human Services Counsellor Diploma
- Child Care Worker Diploma
- Early Childhood Education Diploma
- Activation Coordinator Diploma
- Post-Diploma Program: Family Work
- Health Care Aide Certificate
- Assaulted Women's and Children's Counsellor/Advocate
- Support Care
- Working with Adult children and co-dependents

Program details follow.

Note: Courses leading to diplomas and certificates cannot be taken as single courses. Applicants must apply for full programs only.

Human Services Counsellor Diploma

This program is offered on a part-time basis for those unable to attend full-time. Preference is given to students already employed in the human services field or a related area.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or by calling 867-2310.
An admission interview is required. Details of registration are given to students after they are accepted into the program. Preference is given to those taking the full requirement of four courses each term, excluding field practice. The requirements for the diploma must be completed within five years. Registration at St. James Campus
Courses on Wednesday are offered between 1 p.m. and 8:30 p.m.

The following courses must be completed in order to obtain the diploma:
Field Practice I
Human Growth and Behaviour I
Group Process I
Introduction to Basic Research Skills
Fieldwork Seminar I — Introduction to Human Services
Theory, Methods and Practice of Counselling I
Counselling Practice Laboratory
Field Practice II
Human Growth and Behaviour II
Group Process II
Theory, Methods and Practice of Counselling II
Ethics, Values and Professionalism
Research and Independent Studies
Research Methodology
Field Work Seminar II
Sociology
Cross Cultural Comparison
Life Skills Methodology I & II

Each student is also required to take two of the three available concentration courses. In the special studies courses, only the one course related to the student's major concentration is required.
Concentration Courses:
HUS 222X Concentration Addictions
HUS 224X Concentration Mental Health
HUS 226 Concentration Criminal Justice

Special Studies Courses:
HUS 228X Special Studies in Addictions
HUS 230X Special Studies in Mental Health
HUS 232X Special Studies in Criminal Justice

Courses offered this Fall

Year I Field Work Seminar I(a)

Introduces the students to the expectations of fieldwork and the various opportunities. Speakers describe what their agencies do. The learning contract is clarified.
Wed. 1 to 2 p.m. St. James Campus
14 hours Fee: $22.40
September 13 to December 13
November 22 to March 7 • **HUS 101X**

Introduction to Human Services

Examines the development and adaptation of institutions in response to the needs and pressures of the community. Topics covered include: federal, provincial, municipal and private levels of responsibility; the development of agencies providing education, health, welfare and other services; philosophies concerning the role of the law in controlling alcohol and drug use, and relevant legislation.
Wed. 2 to 3:30 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to December 13 • **HUS 106X**

Introduction to Concentrations

Prerequisite: to be taken concurrently with Intro to Human Services HUS 106X
Opportunities are provided for the student to explore all three concentrations through field trips, guest speakers and assignments. From these experiences, the student chooses a major and minor concentration. Some agency and self-help group visit will occur on students' own time.
Wed. 1 to 2 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to January 24 • **HUS 108X**

Group Process I

A combination of structured activities and unstructured group experiences encourage growth in self-awareness and the development of effective communication and interpersonal skills. Subjects emphasized include: empathy, confrontation, acceptance, active listening, congruence and group awareness.
Wed. 3:30 to 5 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **HUS 103X**

Counsellor/Advocate for Assaulted Women & Their Children

AP 115 (x)

Prerequisites: Ontario Secondary School diploma with all credits at or above the general level. Applicants are required to attend a personal interview.

This program provides students with a feminist analysis of the social and counselling issues related to violence against women and children. It trains students to be change agents in their work of community education, political action and law reform. It will prepare students to provide counselling and advocacy to women and children who have experienced or are experiencing violence. A major portion of the program is the field work component. The older student with personal, volunteer, or employment experience in women's services is the ideal applicant to this program.

The graduates will be working in a variety of settings including transition and interval houses, rape crisis centres, women's health centres and community centres.

The following courses must be completed in order to obtain the diploma:

Wife Assault: Social and Political Issues
Intro to Violence Against Women and Children
Community Support Services for Women and Children
Group Process I (Support Groups)
Women, Race and Class
Feminist Counselling Skills
Women's Achievements
Women and the Law I
Group Process III (Group Leadership)
Incest and Child Sexual Abuse: Counselling Issues
Rape: Social and Political Issues
Feminist Political Action
Women and the Law II
Field Placement I
Incest and Child Sexual Abuse: Social and Political Issues
Group Process II (Group Dynamics)
Psychology of Women
Wife Assault: Counselling Issues
Field Placement II
Rape: Counselling Issues
Group Process IV
Feminist Political Action
Working with Children
Fieldwork Seminar

Monday 1 to 9:30 p.m. St. James Campus
6 semesters
For information call 867-2310

Counselling Theory and Practice I

An introduction to the basic concepts of counselling followed by a study of twelve different treatment theories, including those of Rogers, Perls, Ellis, Berne, Glasser and Freud. Various practical techniques used in individual, family and small group treatment are demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case studies.
Wed. 5:30 to 7 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **HUS 102X**

Human Growth and Behaviour I

A sequential view of the process of human growth and personality development. Develop an understanding of physical, sociocultural and emotional development throughout people's lives and the tasks of each life stage.
Wed. 7 to 8:30 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **HUS 104X**

Year II

Field Work Seminar IB

Prerequisite: Field Work Seminar IA HUS 101X
For students doing field work, it provides support for the beginning student and focuses on the demands of working in the field and the tasks involved. There is also instructor and peer assistance in problem solving client/agency/supervisor issues through feedback and information sharing.
Wed. 1 to 2 p.m. St. James Campus
14 hours Fee: $22.40
September 13 to December 13 • **HUS 150X**

Human Growth & Behaviour II

Prerequisite: Human Growth & Behaviour I HUS 104X
This one semester course introduces the extremes in behaviour, looks at issues in labelling or categorizing mental illness, and identifies some of the problems created in counselling.
Wed. 2 to 3:30 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to December 13 • **HUS 204X**

Addictions Concentration

Prerequisite: Introduction to Concentrations HUS 108X
This course provides a historical review of people's use and abuse of chemicals, society's responses, social attitudes and relevant legislation. Dilemmas still present in the field are identified. A survey of current services and approaches concludes the course.
Wed. 3:30 to 5:00 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **HUS 222X**

Counselling Theory & Practice II

Prerequisite: Counselling Theory & Practice I HUS 102X and Counselling Practice Lab HUS 110X
In the second year of the counselling course, a more in depth examination, with case illustrations, explores counsellor activities in the beginning, middle and ending phases of treatment. Emphasis is also placed on the counsellor's openness to clients' needs to explore feelings and intimate material.
Wed. 7 to 8:30 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **HUS 202X**

Life Skills Methodology IIA

Prerequisite: HUS 109X Life Skills Meth. I
This section of the Life Skills Methodology emphasizes problem solving. Useful resources, processes and creative uses are introduced both as theory and experience, then related to personal, family, work, leisure and community.
Wed. 5:30 to 7:00 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to December 13 • **HUS 209XA**

Year III

Criminal Justice Concentration

Prerequisite: Introduction to Concentrations HUS 108X and concurrent with Pharmacology and Physiology HUS 210X
Crime and punishment have been a part of society since the beginning of time. A historical review sets the background for exploring key issues, dilemmas, attitudes and responses facing workers in the criminal justice field. Sociology is used to illustrate the different understanding of deviant behaviour and the changing tolerance of society. A survey of services, statistics and current philosophies with implications for counselling identify the competencies required in this field.
Thurs. 12:30 to 2 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to April 5 • **HUS 226X**

Pharmacology and Physiology

Prerequisite: none, basic Chemistry and Biology helpful
Since all three concentrations require some basic understanding of drugs and how they are ingested by the body, this course is required of all students. It covers basic drugs, street and prescription, the parts of the body affected, usual means of entry and symptoms. Alcohol is included as a drug. Newer neuroleptics are also covered.
Thurs. 3:30 to 5 p.m. St. James Campus
21 hours Fee: $38.60
September 14 to December 14 • **HUS 210X**

Mental Health Concentration

Prerequisite: Introduction to Concentrations HUS 100X and concurrent with Pharmacology and Physiology HUS 210X
A historical review of the concepts of mental illness and society's responses or lack of responses form the basis for this course. It clarifies some of the attitudes, fears and misconceptions about mental illness. Modern treatment, both clinical counselling and pharmaceutical management are explored. An examination of classical diagnosis (DSM III) is a framework for current knowledge of mental illness, emotional/behavioural problems and treatment implications for counselling within the mental health system. The interface between the client group and community round out the course.
Thurs. 2 to 3:30 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to April 5 • **HUS 224X**

Field Work Seminar II

Prerequisite: Field Work Seminar IA & IB HUS 101X & HUS 150X and Group Process I & II HUS 103X and HUS 203X
In the part-time program, this course assists the student to integrate the learning from other courses and field work. In part it operates as a staff meeting, developing team work, evaluation, feedback and peer review. There is also active exchange of information and further skill development among members.
Thurs. 5:30 to 7 p.m. St. James Campus
42 hours Fee: $72.20
September 14 to May 24 • **HUS 201X**

Cross Cultural Comparisons

Prerequisite: Introduction to Sociology HUS 105X
Because Canada is a multicultural society, it is important that the student and graduate learn to relate effectively to people of different cultural backgrounds and recognize their own cultural biases. Sensitivity to gender, age and class differences within each culture is reinforced.
Thurs. 7 to 8:30 p.m. St. James Campus
21 hours Fee: $38.60
September 14 to December 14 • **HUS 214X**

Post Diploma Certificate in Human Services Management

Co-sponsored by George Brown College and the Metro Toronto Association for Community Living

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement.

The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats.

Entry Requirements:
To be accepted into the program, applicants must:
• Have completed a post-secondary diploma-level program in the area of human services (or equivalent).

• Have acompleted a minimum of two years employment in a human services agency.

• Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion.

Participants must complete the following courses in order to obtain the certificate.

Required:
HSE 410 Management Context and Techniques
5:30 to 8 p.m.
January 8 to March 26

Electives:
HSE 416X The Dynamics of Human Services Organizations
5:30 to 8 p.m.
September 25 to December 18
HSE 413 Funding and Fund Raising
8 to 10:30 p.m.
September 25 to Dec. 18
HSE 415 Personnel Practices
5:30 to 8 p.m.
April 2 to June 18
HSE 412 The New Technology
8 to 10:30 p.m.
January 8 to March 26

Fee: $53.00 per course

Application and information may be obtained from: Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or phone Brenda Jacobs, Metro Toronto Association for Comuiinity Living (416) 968-0650.

New

Therapeutic Crisis Intervention

In association with KINARK CHILD & FAMILY SERVICE

For more information call 867-2310

Child & Youth Worker Diploma

This program is offered on a part-time basis to those unable to attend full-time and currently working full-time with emotionally disturbed children or troubled adolescents.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 867-2310.
The requirements for the diploma must be completed within five years. Registration at St. James Campus.
The following courses must be completed in order to obtain the diploma:
Field Practice
Human Growth and Development
Report Writing
Advisory Group
Introduction to Psychology
Therapeutic Activities I
Child and Youth Work Methods I
Introduction to Sociology
Research Methods
Health and Nutrition
Group Process
Treatment Philosophies
Interviewing and Counselling
Adolescent Development
Sexuality
Life Skills and Adolescent Programming 1
Therapeutic Activities 2
Normal Family Processes
Child and Youth Work Methods 2
Supervision and Administration
Values, Ethics and Professionalism
Childhood Psychopathology
Family Assessment and Intervention
Applied Research
Life Skills and Adolescent Programming 2
Social Services
Exceptional Children

Year 1

Human Growth and Development – CHI 112X
Report Writing – ELS 118X
Field Work Seminar – CHI 120X
Introductory Psychology – CHI 111X
Therapeutic Activities 1 – CHI 113X
Child and Youth Work Methods 1 – CHI 108X
Introductory Sociology – CHI 118X
Research Methods – CHI 204X
Health Nutrition – CHI 110X

Year 2

Group Process – CHI 115X
Treatment Philosophies – CHI 221X
Field Work Seminar – CHI 213X
Interviewing and Counselling – CHI 116X
Adolescent Development – CHI 208X
Sexuality – CHI 206X
Life Skills and Adolescent Programming 1 – CHI 210X
Therapeutic Activities 2 – CHI 203X
Normal Family Processes – CHI 200X

Year 3

Child and Youth Work Methods 2 – CHI 229X
Supervision and Administration – CHI 303X
Field Work Seminar – CHI 318X
Values, Ethics and Professionalism – CHI 300X
Childhood Psychopathlogy – CHI 311X
Family Assessment and Intervention – CHI 302X
Applied Research – CHI 313X
Life Skills and Adolescent Programming 2 – CHI 228X
Social Services – CHI 314X
Exceptional Children – CHI 312X

Year 1
Human Growth and Development

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional development during this time.
Wed. 3 to 4:30 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **CHI 112X**

Report-Writing

To develop written and observational skills to a professional level in terms of quality of written work, structurally and with clarity, and with understanding of legal requirements.
Wed. 4:30 to 6 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to December 13 • **ELS 118X**

Field Work Seminars: 1, 2, and 3

In this course, students and a faculty member meet weekly as a small group for discussion, problem solving and mutual support around the student's work in the "field". This provides an opportunity for students to share ideas and reactions about situations at work, professional issues and the relationship between school, work, and personal issues. The content of the course will vary, depending on the needs and interests of the group members.
Wed. 6 to 7 p.m. St. James Campus
28 hours Fee: $49.80
September 13 • **CHI 120 X Yr. 1**
CHI 213X Yr. 2
CHI 318 X Yr. 3

Field Practice

Field Practice CHI 163X is an integral part of the program in affording the students supervised clinical experiences in a variety of settings. Field placements are arranged on an individual basis with the program co-ordinator.
Field Practice CHI 263X will be in a different setting and expectations of the students' performance will be that of a graduate Child Care Worker.
Wed. St. James Campus
163X: 700 hours
263X: 800 hours
• **CHI 163 X Yr. 1**
• **CHI 263X Yr. 2**

Introductory Psychology

This survey course familiarizes the student with major topics and ideas in general psychology. There is an emphasis on the nature of learning and behaviourism.
Wed. 7 to 8:30 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to December 13 • **CHI 111X**

Therapeutic Activities

Students are actively involved in demonstrations and seminars and gain competence in programming. Emphasis is placed on the age appropriateness and the therapeutic value of activities.
Wed. 8:30 to 10 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **CHI 113X**

Year II
Group Process

This course is designed to provide learning at the theoretical and experimental level which will result in improving the students' understanding of group process as well as furthering the ability to work in groups as facilitators.
Wed. 3 to 4:30 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **CHI 115X**

Registration for the winter term begins Monday November 13, 1989

FamilyWork

Post Diploma Program
This Post Diploma Program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.
The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.
The Post Diploma Program in Family Work courses will be offered as follows at the St. James Campus:

Semester I
September 18, 1989 to January 29, 1990
5:30 p.m. to 7:30 p.m. HSE 403. Influence on the Family
7:30 p.m. to 9:30 p.m. HSE 400. Working with Families in the Home

Semester II
February 5, 1990 to June 11, 1990
5:30 p.m. to 7:30 p.m. HSE 402. Family Counselling Practice Lab
7:30 p.m. to 9:30 p.m. HSE 401. Interviewing & Assessment

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9
Telephone: 867-2310

Treatment Philosophies

This course in an introduction to therapeutic approaches in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.
Wed. 4:30 p.m. to 6 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **CHI 221X**

Interviewing and Counselling

Students study the theoretical approaches to interviewing and counselling and are required to demostrate specific interviewing and couselling skills.
Wed. 7 to 8:30 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **CHI 116X**

Adolescent Development

This course is given in response to the increasing number of adolescents receiving mental health services. The focus is on the psychological, physiological and sociological aspects in the stages of growth from puberty to adulthood.
Wed. 8:30 to 10 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to December 13 • **CHI 208X**

Year III
Child & Youth Work Methods 2

Prerequisite: CHI 108X - Child and Youth Worker Methods I
This course is a continuation of CHI 108X, with emphasis on the development of individual treatment plans for disturbed children.
Wed. 3 to 4:30 p.m. St. James Campus
42 hours Fee $72.20
September 13 to April 4 • **CHI 229X**

Supervision and Administration

In this course the students will develop the skills to (A) understand and practice effective interaction with people within the formal structure of an organization and (B) understand and practice effective interaction with people and organizations within a community context.
Wed. 4:30 to 6 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to December 13 • **CHI 303X**

Values, Ethics, and Professionalism

This course is designed to assist students in the examination of societal and personal values, the conflicts that arise and their effect on the professional practice of the individual and group.
Wed. 7 to 8:30 p.m. St. James Campus
21 hours Fee: $38.60
September 13 to December 13 • **CHI 300X**

Childhood Psychopathology

Prerequisite: CHI 112X - Human Growth and Development
This course includes a comparison of normal and abnormal develpment according to the personality theories of Freud and Erikson; descriptions and functions of defences and examinations of specific categories of disturbances (i.e. autism, schizophrenia) are covered.
Wed. 8:30 p.m. to 10:00 p.m. St. James Campus
42 hours Fee: $72.20
September 13 to April 4 • **CHI 311X**

Early Childhood Education Diploma

This program is offered on a part-time basis to those unable to attend full-time.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information regarding this program may be obtained form Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 867-2310.
The requirements for the diploma must be completed within five years.
Courses are offered on Monday, Tuesday and Wednesday.
The following courses must be completed in order to obtain the diploma:
ECE 100X Infant and Child Development
ECE 102X Health Safety and Nutrition
ECE 103X Interpersonal Communications
ECE 104X Principles of Day Care I
ECE 106X Creative Expression
ECE 113X Field Practice
ECE 114X Field Practice
ECE 116X Storytelling and Literature
ECE 117X Music
ECE 200X Human Growth and Development
ECE 201X Children with Special Needs
ECE 202X Curriculum Development
ECE 203X Planning, Management and Legislation
ECE 204X History and Philosophy
ECE 206X Family Dynamics
ECE 205X Parent Involvement
ECE 208X Professional Development
ECE 212X Field Practice
ECE 213X Field Practice
ECE 215X Movement and Drama
ECE 216X Science Experience
ECE 222X Principles of Day Care II
ENG 114X Language and Communications
SOC 1X Introductory Sociology
PSY 107X Introductory Psychology

Courses offered this term:

Infant and Child Development

An overview of human growth and development from birth to five years with the emphasis on the period from birth to two years. Social, emotional, physical and cognitive development are examined as both independent and interrelated processes that are affected by heredity and environment.
Wed. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $72.20
September 13 to December 13 • **ECE 100X**

Field Practice

An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.
Mon. to Fri.
160 hours Fee: $40.00 • **ECE 113X**

Incest and Child Sexual Abuse: Social Counselling Issues

An introduction for interested professionals to the issues relevant to incest and the sexual abuse of children. Gain a woman-centred understanding of the nature, causes, and effects of child sexual abuse. A variety of conventional and alternative therapeutic interventions and strategies are discussed.

For more information about this course, call 867-2311.

Thurs. 7 to 10 p.m. St. James Campus
30 hours (10 – 3 hour workshops)
Fee: $53.00
September 28 to November 30 • AWC 206X

Introductory Sociology

The basic concepts of sociology and multiculturalism are examined in the context of Canadian society. The concepts of intergroup relations, class structure, culture and institutions are related to the care of children in day care settings.
Mon. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $72.20
September 11 to December 18 • **SOC 111X**

Health Safety and Nutrition

Learn the principles of health and hygiene as they relate to infants and children in group settings. Topics include: childhood diseases, health problems, nutrition and physical care.
Wed. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $72.20
September 13 to December 13 • **ECE 102X**

Creative Expression

An exploration of the creative process through workshops and seminars. Examine a variety of art materials and how they can be used with young children to foster learning and self-expression.
Mon. or Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $72.20
September 11 to December 18
September 12 to December 12 • **ECE 106X**

Field Practice

Prerequisite: ECE 113X — Field Practice.
An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.
Mon. to Fri.
160 hours Fee: $40.00 • **ECE 114X**

Curriculum Development

Integrates a theoretical framework for examining the learning process with a developmental interest, such as science, drama, etc.
Wed. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $72.20
September 13 to December 13 • **ECE 202X**

Field Practice

Prerequisites: ECE 113X — Field Practice and ECE 114X — Field Practice.
An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.
Mon. to Fri.
160 hours Fee: $40.00 • **ECE 212X**

Principles of Day Care II

Prerequisite: ECE 104X — Principles of Day Care I.
Further work in early childhood settings with the emphasis on studying guidance techniques currently used in early childhood education.
Mon. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $72.20
September 11 to December 18 • **ECE 222X**

Children with Special Needs

An examination of the genetic and environmental factors that contribute to specific problems in child growth and development and how to meet the special needs of these children.
Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $72.20
September 12 to December 12 • **ECE 201X**

Parent Involvement

This parent education and interviewing course includes a study of methods of parenting and working with parents individually and in groups in an early childhood setting.
Tues. or Wed. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $49.80
September 12 to December 12
September 13 to December 13 • **ECE 205X**

Field Practice

An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.
Mon. to Fri.
160 hours Fee: $40.00 • **ECE 213X**

Language and Communications

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.
Mon. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $49.80
September 11 to December 18 • **ENG 114X**

Activation Coordinator/ Gerontology Diploma

This part-time program provides training for those employed or seeking employment as activity programmers in institutions or community settings. Students gain the knowledge and skills needed to care for elderly and/or handicapped people.
An admission interview is required. Details of registration are made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone M. Gaffney at 867-2325 or Community Service office at 867-2310.
Courses are offered Tuesday and Thursday between 1 p.m. and 9 p.m.
The following courses must be completed in order to obtain the diploma:
GERI 101X Biology of Aging
ACT 104X Activity Planning
ENG 128X Communications
ACT 105X Use of Crafts and Hobbies
SOC 172X Introductory Sociology
ACT 107X Group Process
ACT 102X Working with the Handicapped
ACT 103X Ambulation and Exercise
FLDP 101X Field Practice
FLDP 111X Field Practice
FLDW 101X Field Work Seminar
FLDW 111X Field Seminar
ACT 215X Community Resources
ACT 106X Normalization and Remotivation
PSY 116X Introduction to Gerontology
ACT 100X Growth and Development
PSY 205X Psycho-Geriatrics
PDE 201X Human Relations
FLDP 103X Field Practice
FLDP 113X Field Practice
FLDW 103X Field Work Seminar
FLDW 113X Field Seminar
ACT 216X Therapeutic Programming
ACT 208X Assessment Skills
BUS 210X Organization and Management Skills
CS 200X Coordination Skills
FLDP 205X Field Practice
FLDP 215X Field Practice
FLDW 205X Field Work Seminar
FLDW 215X Field Seminar
ACT 214X Counselling Skills
PSY 172X Introduction to Psychology

Courses offered this term:

Semester I

Activity Planning

Learn the skills required to effectively conduct such activities as: outings, games, parties, dances, bazaars, dinners, exercise, and recreation. Other topics include: setting goals for individual clients, audio-visual skills, program assessment, and methods for promoting community integration. The assessment of human resources is discussed, as are the material resources available.
Tues. 4 to 6 p.m. St. James Campus
30 hours Fee: $53.00
September 12 to December 19 • **ACT 104X**

Biology of Aging

Learn about the physical disorders commonly suffered by the elderly and how they affect the individual's ability to function. Conditions studied include: cardiovascular disease, Parkinson's disease, organic brain syndrome, cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis, and multiple sclerosis.
Tues. 2 to 4 p.m. St. James Campus
30 hours Fee: $53.00
September 12 to December 19 • **GERI 101X**

Communications I

Examine the role of the Activation Coordinator within the health care system and practice the communication techniques required to function effectively in the role. Topics include: letters, reports, writing proposals and brochures, designing posters, instruction and practice in verbal and non-verbal communication, and an emphasis on role-playing and public speaking.
Tues. 6 to 8 p.m. St. James Campus
30 hours Fee: $53.00
September 12 to December 19 • **ENG 128X**

Field Work Seminar I

Staff advisors meet with their students in field practice to discuss common concerns and issues arising from field placements. This course is taken concurrently with Field Practice I.
Tues. 1 to 2 p.m. St. James Campus
15 hours Fee: $24.00
September 12 to December 19 • **FLDW 101X**

Field Practice I

Develop job skills through placements in a variety of programs and facilities in both institutional and community agencies. Supervised field work is an integral part of the program. This course is a prerequisite to Field Practice 111X and must be taken concurrently with first semester courses.
Mon. to Fri.
150 hours Fee: $25.00 • **FLDP 101X**

ECE Post Diploma Certificates Infant/Toddler Specialist School Age Specialist

Comprehensive, part-time Certificate programs.
For information regarding these programs please contact:
Post Diploma Programs, Community Services Department
Nightingale Campus, George Brown College
P.O. Box 1015, Stn. B., Toronto, Ontario M5T 2T9, Telephone: (416) 867-2310

Semester III

Normalization & Remotivation

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, knowledge, assessment and skills to promote interest in personal interaction, aids to daily living, adaptive techniques, continuing training and reality orientation.
Thurs. 6 to 8 p.m. St. James Campus
30 hours Fee: $53.00
September 14 to December 21 • **ACT 106X**

Introduction to Gerontology

A study of social and emotional needs, particularly those of the aged and the handicapped. Topics covered include: societal attitudes to the aged and the handicapped, losses and adjustments of aging, retirement, and a comparison of life in the community with life in an institution.
Thurs. 2 to 4 p.m. St. James Campus
30 hours Fee: $53.00
September 14 to December 21 • **PSY 116X**

Group Process

A theoretical and practical study of the group process which furthers the ability to work in groups as a facilitator. The focus is on gerontology.
Thurs. 4 to 6 p.m. St. James Campus
30 hours Fee: $53.00
September 14 to December 21 • **ACT 107X**

Field Work Seminar III

Staff advisors meet with their students in field practice to discuss common concerns and issues arising from field placements. This course is taken concurrently with Field Practice III.
Thurs. 1 to 2 p.m.
15 hours Fee: $24.00
September 14 to December 14 • **FLDW 103X**

Field Practice III

Prerequisite to Field Practice 113X that must be taken concurrently with third semester courses.
Mon. to Fri.
150 hours Fee: 25.00 • **FLDP 103X**

Health Care Aide Certificate

This program provides basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and helps create a climate that promotes the optimal physical, social and emotional well-being of each resident.
The Health Care Aide program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.
Admission Requirements:
Grade 10 — mature persons 19 years of age and older with less than grade 10 are considered individually.
Facility with English.
A personal interview.

This program is offered 3 times per year commencing on: Sept 11, 1989 January 8, 1990 and April 2, 1990.

The program is 400 hours long and is offered part-time in both day and evening courses. Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 867-2325, M. Gaffney or Community Services Department 867-2310

Post Diploma Certificate in Day Care Management

This program will provide managers and supervisors with better knowledge and appreciation of their roles and responsibilities, and will prepare non-management staff to further their careers.

Dates: Fall Semester

Communication Strategies for Managers
September 12, 1989 to November 14, 1989
6 to 9 p.m.
DCM 401 Fee: $51.80- 30 hours

Management and Leadership Skills
November 28, 1989 to February 13, 1990
6 to 9 p.m.
DCM 402 Fee: $47.10 27 hours

Curriculum Design, Implementation and Evaluation
September 11, 1989 to November 13, 1989
6 to 9 p.m.
DCM 405 Fee: $51.80 30 hours

Working with Boards and Your Community
November 27, 1989 to February 19, 1990
6 to 9 p.m.
DCM 406 Fee: $51.80 30 hours

Entry Requirements:
- ECE Diploma/Equivalent OR
- M.C.S.S. Approved OR
- Current Day Care Supervisor
- Minimum of one year's experience

Program Structure:
- Communication Strategies for Managers DCM 401
- Management and Leadership Skills DCM 402
- Supervision and Staff Development DCM 403
- Financial Management DCM 404
- Curriculum Design, Implementation and Evaluation DCM 405
- Working with Boards and Your Community DCM 406
- Advocacy-Politics and Funding of Childcare DCM 407

The following courses must be completed to obtain the certificate:
CARE 900 – Communications
CARE 901 – Biological Needs
CARE 903 – Social and Emotional Needs
CARE 908 – Clinical I
CARE 909 – Clinical 2
CARE 910 – Clinical 3

Courses offered this term:

Communications

Promotes a better understanding of the cultural patterns and social values of people in institutions. The emphasis is on both verbal and non-verbal communication and the effective use of English.
Mon. 6 to 10 p.m. St. James Campus
36 hours Fee: $62.60
September 11 to November 13 • **CARE 900**

Biological Needs

An introduction to normal body processes and the physical changes which occur throughout a person's life. Nutritional requirements are discussed with special reference to the needs of the elderly.
Wed. 6 to 10 p.m. St. James Campus
36 hours Fee: $62.60
September 13 to November 8 • **CARE 901**

Social and Emotional Needs

Examines the basic social and emotional needs of individuals to help understand the emotional and mental changes that occur with aging and institutionalization.
Tues. 9 a.m. to 1 p.m. or 6 to 10 p.m.
St. James Campus
36 hours Fee: $62.60
September 12 to November 7 • **CARE 903**

Clinical I (Personal Care)

Examines the basic principles of care with the emphasis on the needs of residents in a variety of institutional facilities. The course is a combination of theory, demonstrations, and practical work.
Mon. 6 to 10 p.m. St. James Campus (plus one weekend)
56 hours Fee: $89.60
September 11 to November 27 • **CARE 908**

Clinical II (Activation)

Methods of remotivation and minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Learn how to apply these skills in a variety of situations.
Thurs. 6 to 10 p.m. St. James Campus
36 hours Fee: $57.60
September 14 to November 10 • **CARE 909**

Clinical III

Students are placed in an institutional setting to further develop the skills needed by a health care aide. Those who can document competency through employment experience are eligible to apply for exemption from this course.
Mon. to Fri.
200 hours Fee: $35.00
November 27 to December 22 • **CARE 910**

Certificate Program in Working with Adult Children and Co-Dependents

This program is designed for adult children or co-dependents involved or planning to be involved in social service/health/education work. The emphasis is two fold, looking at the counsellor's issues as they interfere with the helping relationship and examining the client's issues as they affect recovery. Some of the kinds of problems identified are rescuing, too high expectations, working long hours, carrying excessive guilt or shame and experiencing burn out. The client may experience similar problems in their life. (We do not ignore the counsellor's personal life either).
An admission interview is required. Details of registration are given to students after they are accepted into the program.
For more information about this program, call 867-2311. Registration at St. James Campus.
The following courses must be completed in order to receive a certificate: Co-Dependency Issues; Adult Child Issues; Application Seminar.

Co-Dependency Issues

Using the Life Skills model, the program identifies co-dependent characteristics and provides an opportunity to develop skills to cope with and begin to change these behaviours. This initial course will provide a platform of enhanced skills, attitudes and strategies to facilitate increased awareness and exploration of past experiences in the Adult Child Issues Course.
Multiple offerings over the year on Monday, Tuesday and Wednesday
6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $77.00
Wednesday September 20 to December 21
Tuesday November 28 to March 13 • **AD 900**

Adult Child Issues

Prerequisite: AD 900 Co-dependency Issues
Using the Life Skills model, the members will participate in a series of exercises which will heighten their awareness of adult child issues as they affect their personal and professional lives. The group will become a laboratory for mutual learning and growth as well as support for modifying identified behaviours. The first four days will permit bonding, a full review of the major adult child issues and personalization of the issues.
First four days Friday/Saturday/Sunday/Monday 1) then Monday 2) then Wednesday
6:30 to 9:30 p.m. St. James Campus
90 hours Fee: $149.00
Friday August 18 to Monday February 12
Friday January 24 to Wednesday July 11 • **AD 901**

Application Seminar

Prerequisite: AD 900 & AD 901
The seminar will provide an opportunity for each student to present case material which illustrates adult child and co-dependency issues. In sharing process, the participants will also be expected to identify actual or potential examples of how the helper's adult child and co-dependency issues can obstruct the helping relationship. Examples of professional issues are over-identification, rescuing, exaggeration or inappropriate distancing. The agency as an organization will also be explored and each participant will do an analysis to check for possible reinforcement of negative adult child or co-dependent behaviours.
Multiple offerings over the year on Monday, Tuesday & Wednesday
6:30 to 8:30 St. James Campus
30 hours Fee: $53.00
Tuesday January 9 to Tuesday April 17
Monday March 12 to Monday June 18
Wednesday August 15 to Wednesday November 12
• **AD 902**

Orientation to Personal Assistance *New*

This course offers a basic orientation to self-directed personal assistance for people involved with individuals who have physical disabilities. The course will focus on the physical aspects of personal assistance, the nature of disabilities, and, the independent living movement.
The course will be of interest to:
– newly hired support care workers
– individuals working in or considering working in a field where personal assistance is required
– family members where a relative has a physical disability
– volunteers
Telephone: 867-2310
Tues., Wed., and Thurs. 3 to 9 p.m. Nightingale Campus
18 hours Fee: $28.80
September 12, 13, 14 or November 14, 15, 16
• **CS907**

Support Care

This program provides training for persons employed or seeking to become employed in support service programs which assist individuals who have physical disabilities to live independently in the community.

The primary focus of the program is to offer graduates the knowledge and basic skills which enable them to provide personal assistance to a variety of individuals who have physical disabilities.

Dates: Part time September 1989 to June 1990 (Three semesters)

Time: Wednesday 3:00 pm to 9:30 pm

Entry requirements:
- Ontario secondary school diploma with credits at or above the general level
- Mature student status
- Basic level students will be considered on an individual basis

The following courses must be completed to obtain the certificate:
- Theory & practice of Support Care I (SUPP 101) (including Practical Lab & Personal Care)
- Human Growth and Development (SUPP102)
- Functional Anatomy & Physiology (SUPP 103) (including Disabilities - Specific Care)
- Communication - English (ELS 104)
- Interpersonal Skills I (SUPP 104)
- Field Work Seminar I (SUPP 105)
- Field Work Practice I (SUPP 106) - Theory & Practice of Support Care II (SUPP 111) (includes Enhancement of Independence)
- Value, Ethics and Professionalism (SUPP 117)
- Community Services (SUPP 118)
- Communications - Report Writing (ELS 105)
- Interpersonal Skills II (SUPP 114)
- Field Work Seminar II (SUPP 115)
- Feild Work Practice II (SUPP 116)

Fees: $36.00 per course

Application and Information may be obtained from
Community Services George Brown College
Box 1015, STN "B"
Toronto, Ont. M5T 2T9
or phone Elaine Smith 867-2310

How to Reach Us

867-2464

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

For courses offered at Nightingale Campus and Casa Loma Campus, register at Casa Loma Admissions Office. (For C.P.R. and First Aid courses, register at Nightingale Campus Manager's Office).
For courses offered at Kensington Campus, register at Kensington Admissions Office.
For courses offered at St. James Campus, register at the St. James Admissions Office.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Mail-in registrations must be received by the College at least three weeks before the course starts.
Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

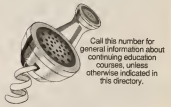
- Please use the registration form on page 93.
- Include full payment (tuition *and* any applicable materials fees) by money order, personal cheque, or VISA.
- Write the name of the campus where the course will be held on both the registration form *and* the envelope.
- Print your name, course title and course code on the back of the cheque or money order.

Mail the completed form to:

_____ Campus
(insert campus for your course here)
Part-Time Courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

How to Reach Us

867-2464



Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Admission Requirements

You must be 19 years old by the day your course starts.
Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Residents must obtain permission to register from Employment and Immigration Canada and present a Student Authorization at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis.
Receipt of registration form by the College does not guarantee enrolment. Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official income tax receipt and must be presented for admission into class, and for transfers or withdrawals.
Mail-in registrants will receive their receipts at the first scheduled class of their course, or through the mail if time permits.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Classroom numbers will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Campus Supervisor's Office.

Counselling

Educational, vocational and personal counselling services are available at each campus on a drop-in basis or by appointment. Normal office hours are 8:30 a.m. to 4 p.m.
Counselling services are available at St. James Campus on Thursdays until 6:30 p.m.
Please contact the counselling services listed below to make an appointment
Casa Loma: 944-4586
Kensington: 867-2373
St. James : 867-2104

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.
In both cases, requirements will be clearly outlined in the course information. For further information, contact the Counselling Department at your campus or the Chairperson of the department offering your course. It is the student's responsibility to request certification.
Certificates will be prepared by the Student Records Department upon authorization by the Chairperson or Program Co-ordinator.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs. Contact the Program Chairperson for details.

Grades/Credits

Graduates will receive a grade report including a short description of the course approximately one month after the course has ended.

Fees

– Course descriptions include fee information
– Personal cheques returned by the registrar's bank for reasons beyond the control of the College are subject to a $10.00 administration fee.
– The fee for all courses of 20 hours or more, that are offered on a College campus, includes a $5 campus service fee.
NOTE: The Campus Service Fee is waived for all full-time post secondary students who register for part-time courses as part of their approved program of studies. Students must present their George Brown College card at the time of registration. Without the card, students will pay the full fee.

The Campus Service Fee is not tax-deductible.

Transfers

Requests for course transfer will be accepted only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw **BEFORE THE THIRD SCHEDULED CLASS**, you are entitled to a partial refund of tuition fees.
This policy does not apply to: one-day seminars, courses of three sessions or less, or the Harbourfront Sailing courses.
Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.
Fees will be refunded except for a service charge of $5 and a charge of $5 per scheduled class to a maximum of $10, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes.
Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes. No refund is permitted on or after the start date of courses lasting one or two days.
Please allow six weeks for the processing and mail delivery of College refund cheques or credit to charge card accounts.

Course Cancellation/ Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.
A full refund will be made if a course is cancelled. Please allow six weeks for processing and mail delivery.
Transferees may have their original payment credited to the new course. Overpayment will be refunded by mail, or credited to charge card accounts.
Should the start of a course be postponed, registrations will be notified by telephone of their revised start dates.
Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

The Ontario Special Bursary Program (OSBP) is available to assist needy students to pursue part-time post-secondary courses, full-time vocationally oriented programs, or full-time and part-time upgrading courses. You may be eligible, if you are a Canadian citizen or permanent resident who has resided in Ontario for 12 consecutive months prior to registration, and are receiving social assistance, are unemployed or have a low family income.
An OSBP grant covers tuition fees, material and book costs, transportation allowance, and in some instances, baby sitting costs.
For more information, please contact the Financial Assistance Office at 867-2476. Our office hours are Monday to Friday, 10:00 a.m. to 4:00 p.m. Closed all day Tuesday.

Freedom of Information and Protection of Individual Privacy Act

All information is collected under the legal authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, Chapter 272, S.5; R.R.O. 1980, Regulation 640. The information will be used for the administration of the College and statistical purposes of the ministries and agencies of the Government of Ontario and the Government of Canada. For further information, please write to the Registrar, George Brown College of Applied Arts and Technology, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.
For your convenience, the bookstores at the Casa Loma Campus and the St. James Campus will be open evenings, Monday to Thursday, from *September 5 to December 14*; Extended hours:
Casa Loma: 4:30 to 7:30 p.m.
St. James: 4:30 to 7:30 p.m

International Students

Students who are not Canadian citizens or permanent residents may need permission to register from Employment and Immigration Canada. Please have this clarified with your Canada Immigration Centre before registering.

Senior Citizens

If you are 65 or older, you may register in most of the courses in this directory for $5.00 plus any applicable material fee, except where noted. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 393-4636.

George Brown Theatre
530 King Street East

Kensington Campus
July 17 to Sept. 1,
Mon. to Thurs.,
noon to 6 p.m.
Fri., noon to 4:30 p.m.
From Sept. 5,
Mon. to Thurs.,
10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.

Casa Loma Campus
160 Kendal Avenue
July 17 to Sept. 1,
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.
From Sept. 5,
Mon. to Thurs.,
10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.

St. James Campus
200 King Street East
July 17 to Sept. 1,
Mon. to Thurs.,
noon to 6 p.m.
Fri., noon to 4:30 p.m.
From Sept. 5,
Mon. to Thurs.,
10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.

Nightingale Campus
2 Murray Street
Students register at Casa Loma Campus – Except for C.P.R. and First Aid courses.
Registration for C.P.R. and First Aid: Mon. to Thurs. 1 p.m. to 7 p.m.
Campus Manager's Office.

Please Note: Admissions offices will close at 3:30 p.m. on July 28, September 1, October 6 and December 22

MAIL-IN REGISTRATION APPLICATION

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(insert campus for your course here)
Part Time Courses: George Brown College,
P.O. Box 1015 Station "B", Toronto, Ontario M5T 2T9

For instructions on how to register by mail, see page 90.

Mail-in registrations should be received by the College at least three weeks before the course starts.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY — **FOR MAIL REGISTRATION ONLY** — COMPLETE ALL BLOCKS

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN, PERM. RES., STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER | EXPIRY DATE

STUDENT SIGNATURE | DATE

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY — **FOR MAIL REGISTRATION ONLY** — COMPLETE ALL BLOCKS

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN, PERM. RES., STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER | EXPIRY DATE

STUDENT SIGNATURE | DATE

A

Academic Upgrading 13,14
Accelerated Accounting Certificate 28,33
Accounting I, II 34
Accounting, Certificate 28,34
ACCPAC General Ledger 23
Acting 70
Activation Coordinator/Gerontology Diploma 86,87
Adult Children & Co-Dependents Certificate 88,89
Advertising Design 63
Advertising, Introduction to 37
AIDS and the Nursing Profession 57
AIIC Designation 39
Air Brake Instructors Course 55
Air Conditioning 47
Airbrush Techniques 63
Antiques 16
Apparel Construction 72
Apparel Pattern Drafting 73
Appliance Sales 42
Appliance Servicing 48
Application Softwear 22,23
Arc Welding 51
Arabic 27
Architectural Art and Presentation 46
Architectural Drafting 46
Archival Practices Certificate 32,37
Arrhythmias, Interpretation of 59
Art Gallery, How to Open 38
Artificial Intelligence, Introduction 54
Assaulted Women and Their Children Counsellor/Advocate 82
Assertiveness Training 15
Astronomy 19
Audio Production Techniques 64
AutoCAD 47
Automobile Insurance 39
Automotive 15
Aviation 15

B

Baking 79,80
Balancing Mechanical Systems Certificate 45,48
Ballet 71
Barbering for Hairdressers 75
Bare Essentials 3
Bartending 80
Basketball 18
Bed and Breakfast, Discover 38
Bicycle 16
Binding and Finishing 68
Biography, The "New" 8
Biology 14
Birds of Southern Ontario: A Field Study 20
Blind Stitch Machine 75
Blueprint Reading 46,50
Bodily Injury Claims 39
Body Systems Update 57
Bookkeeping 35,44
Bookkeeping Systems Certificate 29,35
Book Publishing, Introduction to 6
Broker Registration, Basic 40
Business Interruption 40
Business Law 33
Business Management I, II 34
Business Management Certificate 29,34
Business Procedures Analyst 31,37
Button-Hole and Button Sewer Machine 75
Buying and Inventory Management 42
Buying, Principles of 38
Buying Your First Home 16

C

C Programming Language 22
Cabinet Making 75
CAD 47
Cake Decorating 79
Canadian Credit Union Institute 36
Canadiana Furniture and Collectibles 16
Cardiac Monitoring 59
Cardiopulmonary Resuscitation Centre 58
Carpentry 49
Cartooning 63
Casting Techniques 76
Castle Frank High School 40
Casualty Loss Prevention 39
CCUI 36
Ceramics 75
CGA/SMA Exemptions 30
Changing Directions 10
Chemical Technician – Coating 52
Chemistry 14
Child and Youth Worker Diploma 84,85
Children's Pattern Drafting 73
Chinese Cuisine 79
Chinese and English Translation 27
Chinese Language (Mandarin) 27
Cinematography 65
Claims I, II 39,40
Classified Driver Improvement Program 55
Client Services 7
Coaching 17
Coatings Technology 52
COBOL 22
Colour Theory for Fashion Design 74
College Preparation 13,14
Commercial Law 35
Communication écrite 26
Communications Certificate 3,4
Composition and Typography 66
Computer Aided Design (CAD) Electronics 53
Computer-Aided Electrical Estimating 50
Computer Literacy 21
Computer Programming 21,22
Computer Studies 21,22,23
Computer Typesetting 66
Computerized Bookkeeping 35
Condominiums 16
Construction 46
Construction Estimating 46
Cooking 78,79
Copywriter,Professional 63
Correction phonetique 26
Cost Accounting 34
Court Reporting: Stenograph Machine, Shorthand, Speed Development 41
Cours en français 25,26
CPR 58,59
Creating Short Stories 4
Creative Fashion Design/Apparel Management 72,73,74
Creative Writing Certificate 4,5,6
Credit Union Institute 36
Crisis Intervention, Theraputic 83
Critic, Be A Freelance 8
Critical Care Nursing 56,57
Crown & Bridge 61
Culture et société franco-canadienne 25
Cycling 16

D

Dance 71
Data Processing,Electronic 21
Day Care Management Program 88
dBASE III 22,23
Deaf and Hearing Worlds, The 15
Deaf, Politics for the 15
Dental Assisting Certificate 60
Dental Materials 61
Dental Radiology 61
Dental Technology, Certificate 61,62
Dentures 61
Design 62
Design Principles 73
Desktop Publishing 23,63
Didactique des methodes d'enseignement en français – langue seconde 26
Digital Principles 53
Drafting 46
Draping for Fashion Design 72
Drawing Research 62
Driver Instructor Education 55
Driver Training 55
Dual Air Brake System 55
Dying and Death 10

E

Early Childhood Education 85,86
ECE
Infant/Toddler Specialist 87
School Age Specialist 87
Economics 34
Education and Skills Training Centre 42
Effective Supervision 44
Electrical Apprentice Review 49
Electrical Blueprint Reading 50
Electrical Construction and Maintenance 49
Electrical Fundamentals 50
Electrical Pre-Exam 49
Electricity and Controls/ Heating and Air Conditioning 47
Electro-Mechanical 52
Electronic Data Processing 21
Electronic Fundamentals 52,53
Electronics 52,53,54
Emergencies, Managing Basic 58
Enamelling 76
English as a Second Language 24
English Pre-Upgrading 13
English Pronunciation 24
Enseignement du français langue second, Certificat en 26,27
ESL 24
Esthetics 74
Estimating for Construction 46
Estimating for the Electrical Trade 49
Estimating, Graphic Arts 68
Ethics and the Modern Mind 10

F

Facts Cast in Fiction Form 8
Family Practice Nursing 57
Family Work 85
Fashion 72,73,74,75,76
Fashion Illustration 73
Federal Business Development Bank Seminars 29
Fibre Optics in Communications 53
Film Imposition/Printing Surface Preparation 67
Financial Accounting 33,34

First Aid 58
First Aid Instructor Training 59
Fitness Instruction 17
Fitness and Sports 16,17,18
Floppy Disk Drive 53
Flower Arranging 19
Food and Beverage Cost Control 77
Food Services Facilities – Planning & Design 77
Forkner Shorthand 41
Forms Design 36
Forms Management 36
French, Certificate of Proficiency 25
Front Office Operation 77

G

Gain Confidence/Overcome Shyness 15
Gardening 19
Garment Alterations 72
Gas Fitter 47
Gas Furnaces and Boilers 47
Gas Metal Arc Welding 51
Gas Tungsten Arc Welding 51
Gem Setting 76
Gemmology 76
General Insurance Essentials 40
German 27
Gerontology 86,87
Grading Techniques for Apparel Industry 73
Graphic Design Diploma 62,63
Graphic Reproduction Studies 62
Guitar: A Survival Course for the Beginner 18

H

Handbinding and General Repair 68
Hard Disk Managment 23
Haute Cuisine 78
Health Care Aide Certificate 87,88
Heartsaver 58
Heating and Air Conditioning 47
Heating Fuels Certificate 45,47
Herbs and Herbal Remedies 19
Hidden Profits in Your Mortgage 16
Hike the Canadian Shield 20
Home Repairs 16
Homes 16,19,48,49
Hospitality Accounting 78
Hospitality Law and Insurance 77
Hospitality Management Certificate 77,78
Hospitality Personnel 78
Hotel Security and Safety 78
Housekeeping Management 78
How to Buy Antiques 16
How to Buy an Investment Property 18
How to Develop Your Business 44
How to Incorporate Yourself 35
How to Open an Art Gallery 38
How to Operate a Successful Retail Store 44
How to Profit from Stock Market Investments 18
How to Start a Restaurant 78
How to Start a Small Business 38,44
How to Successfully Import from the Far East 38
Human Resources Management 81
Human Services Counsellor Diploma 81,82,83
Human Services Management, Post Diploma Certificate 83
Hunter Safety 20
Hydro-Electric Power Commission Regulations (Master Electrician) 49

I

Illustration 62,64
Importing 38
Incest and Child Sexual Abuse 86
Incorporate Yourself, How to 35
Industrial, Commerical and Investment 69
Industrial Electronic Controls 50
Industrial Marketing 37
Industrial Purchasing 38
Industrial Sewing 74
Infant and Child CPR 58
Instructional Techniques 7
Insurance 39,40
Interfacing Techniques 53
Interior Design 63
Interpersonal Relations 9
Interviews That Sell 8
Inventory, Principles of 38
Investment Property, How to Buy an 18
Italian Language and Heritage 27

J

Jewellery 76
Journalism: Springboard to a Career 4
Junior Gourmet Cooking 79

K

Keyboarding,Basic 21,40
Kitchen Management 78
Knitting by Machine 74
Know Your Car 15

L

Labour Studies 42
Landscaping 19
Languages 24
Language Test Preparation 24
Law 10,35
Law Clerks Certificate 31,35
Leather Garment Manufacturing Techniques 74
Legal Office Procedures 41
Legal Secretarial Certificate 33,41,42
Legal Secretary – Corporate 41
Legal Secretary – Estates 42
Legal Secretary - Real Estate 41
Lettering 62
Liberal Studies Certificate 9,10
Life Drawing 62
Life Long Learning 9
Liquid Penetrant & Magnetic Particle Inspection (LPI/MPI) 51
Litigation 35
Local Government 37
Lotus 1-2-3 22,23

M

Machine Printing 67,68
Magazine Design and Layout, Contemporary 63
Make the News Media Work for You 8
Make-Up 19
Management by Objectives and Results 44
Management Personnel 7
Management Skills in Personnel Selection 44
Managing the Marketing Function 44
Managing Basic Emergencies 58
Manuals Management 36
Marker Rendering Techniques 63
Marketing for Small Business 44
Marketing for the Hospitality Industry 78
Marketing Law 37
Marketing Management 37
Marketing Certificate 32,37
Masonry 49
Mathematics and Science 11,12
Mathematics of Finance 11
Mathematics Upgrading 13,14
MCCR Certification 50
MC 68000 Series Microprocessors 53
McDonald's Restaurant Employees Training 34
Meat Cutting 80
Mechanical Maintenance 50
Mechanicals 62
Mechanics 12
Medical Office Practice 41
Medical Secretarial, Certificate 30,41
Medical Terminology 12,41
Medical Transcription 41
Metro Labour 42
Micro Soft Word IBM 23
Microbiology 60
Microcomputer Interfacing 53
Microcomputer Programming 22
Microcomputer Studies Certificate 21,32
Microcomputer Systems Software 53
Microcomputers in Business 21
Microfilm for Your Business 36
Microprocessors and Microcomputers 53
Microprocessor Troubleshooting 53
Microwave Ovens 48
Millwright 50
Mixology (Cocktail Bartending) 80
Money Management 10,17,18
Mortgage Financing, Principles of 69
Mortgage, Hidden Profits in Your 16
MS-DOS and the Personal Computer 22
Multicultural Workplaces, Communication 7
MultiMate 23
MultiMate Advantage 23
Municipal Administration Program for Clerks, Treasurers and Municipal Administrative Staff 31,37
Music 18

N

National Coaching Certification 17
Navigation 16
Neonatal Resuscitation 58
Newsmedia 8
Non-Destructive Testing 51
Nursing 56,57,58,59,60

O

Occupational Health Nursing 57
Office Administration 29
Office Procedures 35
Oil Burner II 47
Ontario Basic Skills 14
Ontario Business Law 44
Ontario Hunter Safety Course 20
Ontario Management Development Program 43
Oral Business Communications 4
Organizing Workshops and Seminars 7
Organic Coatings 52
Oro-Facial Anatomy 60
Orthodontics 61
Outdoor Adventure 20

P

Painting and Illustrating 64
Paper and Film Assembly (Paste-up) 66
Paperwork Simplification 31
Patissier 80
Pattern Draftring 73
Pediatric Assessment 60
People Management 44
Perinatal Nursing 57
Personal Development 15
Personal Lines Production 40
Pharmacology for Registered Nurses 59
Philosophy 10
Photography 64,65
Photomechanical Reproduction and Film Imposition 66,67
Photomechanical Reproduction – Scanner 66,67
Physical Assessment 60
Physical Distribution 32,38
Physics 12,14
Pilots Ground School 15
Plumbing 48
PMAC 37
Pneumatic Controls 48
Poetry Workshop 5
Portrait Painting 64
Portuguese 27
Power Plant Applied Science 54
Power Plant Boilers and Auxiliaries 54
Power Plant Chemistry 54
Power Plant Electrical Shop 54
Practical Coastal Navigation 16
Pre-Clinical Techniques 61
Pre-Health Science Program 14
Pre-Technology 14
Principles and Practice of Insurance 39
Principles of Appraisal 69
Principles of Mortgage Financing 69
Printing Technology 65,66
Private Pilots Groundschool 15
Procedural Analysis 36,37
Process Colour Scanner, Introduction 66.67
Product Planning and Pricing Policy 37
Professional Copywriter 63
Professional Driver Improvement Course 55
Professional Retailing Certificate 33.42
Programmable Controllers 49
Proofreading 35
Propane 48
Pronounciation 4,24
Prosthodontics 61
Psychology 9,60
Psychology in the Workplace 10
Publishing 6
Purchasing for Hospitality 77
Purchasing Management Association of Canada (PMAC) 37,38

R

Radiology, Dental 61
RDT Examination 61
Reading Workshop, The 3
Real Estate 69
Records and Information Management 35
Records Management 31,36
Refrigeration 48,49
Residential Heating and Air Conditioning 45,47
Resins 52
Restaurant, How to Start a 78
Retail Advertising Layout 63
Retail Store, How to Operate a Successful 44
Retail Management 37
Rhythm and Blues, The History of 18
RIBO 40
RN Critical Care Nursing 56,57
RN Examination Review 60
RN Occupational Health Nursing 57
RN Perinatal Intensive Care Nursing 57
RN Rehabilitation Nursing 57
RNA: Administration of Medications 60
RNA: Physical Assessment 60
RNA: Surgical Aseptic Procedures 60
Rock 'n' Roll, The Roots of 18
Romance Writing 6

S

Sailing 16
Sales 42
Sausage Making 79
Science 14
Science of Colour 62
Science Upgrading 14
Screen Printing 64
Screenwriters' Workshop 6
Secretarial Practice 30,35
Seminars 8,23,29,38
Seniors 9
Service Industry 38
Sewing, Industrial Power 74
Sheet Metal 54
Shorthand, Forkner 41
Short Story Workshop 5
Show Card Writing 64
Sign Language 27
Signwriting 64
Silversmithing 76
SMA/CGA Exemptions 30
Small Business 29,38,42,43
Small Quantity Food 78
Software, Application 22,23
Sounds of the City: The History of Rhythm and Blues 18
Spanish 27
Speaking with Confidence 3
Stained Glass 19
Stationary Engineering 45,54,55
Statistics 11
Statistical and Research Methods 14
Stress Management 15
Stockmarket Investments 18
Studio Management 64
Successful Small Business Management 44
Supervisor – Training and Developing Staff 44
Support Care 89
Synthesizer and Electronic Sound Creation 18

T

Tai Chi 17
Tailoring 72
Taxation 38
Teaching Adults 6
Teaching & Training Adults Certificate 7
Technical Drawing 46
Tennis 16,17
Theatre Arts 70
Time Management 29
Tool Design 47
Toronto Classical Music Landscapes 18
Tractor Trailer Training 55
Trade Calculations 11
Training in Business and Industry 7
Transport Driver Training Course 55
Travel Writing 6,8
Troubleshooting Digital Circuits 53
Troubleshooting Microprocessor-based Systems 53
Truck Driving 55
Trust Companies Institute 32
Typesetting 66
Typewriting 41
Typographical Design 63
Typography 66

U

Ultrasonics 51
UNIX 22
Upgrading 13,14
Upholstery, Furniture 75
Upholstery Sewing Machine Repair 75

V

Vegetarian Cooking 79
Ventura Publisher IBM 66
Video Production Techniques and Editing 18
Video Tape Records Theory and Maintenance 52
Video 18
Videography – Basic and Advanced Camera 65
Vivre en français à Toronto 25

W

Warehouse Management 38
Warm Air Heating and Air Conditioning 47
Welding 50,51
Welding Certificates 51
Welding Fabrication 51
Welding Theory 50
Wilderness First Aid Skills 20
Window and Retail Display 73
Wine Appreciation 80
Wines and Spirits 80
Winery Tour and Hike 20
Women, Business Ownership 29
Women, Personal Money Management for 10
Women, Winning Stragies For 29
Women Writer's Workshop 6
Women: Your Business Matters 10
Woodcarving 17
Word Processing Concepts 41
Word Processing ,41
WordPerfect 23,35
Working with Adult Children & Co-Dependence Certificate 88,89
Workshops/Seminars 8,23,29,38
Wordplay: Enlarging Your Vocabulary 3
Work Management (Time Studies – Apparel) 74
Write for Magazines 8
Write Your Own Screenplay 5
Writing for Children 6
Writing for Clarity and Impact 4
Writing for Fun and Profit 4
Writing for the Theatre 5
Writing Mysteries 5
Writing TV Scripts 6
Writing that Works: Work-Related Writing 4
Writing, Technical 4,8
Written Business Communication 3

Y

Yoga 17
You and the Law 35

YOU'VE CHANGED

The career you chose when you were 18
isn't necessarily the one you'd choose today.
Get started on the career you really want.
At George Brown, we have 200 challenging full-time programs
in business, fashion, graphic arts, hospitality,
health sciences, community services and technology.
Call 867-2464 for your free guide to
full-time programs at George Brown.

YOU'VE CHANGED. SHOULDN'T YOUR CAREER?

Canada Post Postage Paid
Postes Canada Port payé
Bulk Third Class
En nombre troisième classe
S12555
Toronto, Ont.

Look inside The City College.

You'll find more than 700 certificate, diploma and post-diploma courses at our convenient downtown locations. We can help you launch a career, grow in your current job, or simply learn something new. Call 867-2464 for more information.

George Brown College
of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9

Telephone: 867-2464

George Brown The City College